

Department Records Disposition Schedules

PUBLIC WORKS/BUREAU OF STREET LIGHTING

Schedule Number Department Name

| | |
|----------|---|
| /BSL/ | PUBLIC WORKS/BUREAU OF STREET LIGHTING |
| /BSL/01/ | PUBLIC WORKS/BUREAU OF STREET LIGHTING/ADMINISTRATIVE SERVICES |
| /BSL/02/ | PUBLIC WORKS/BUREAU OF STREET LIGHTING/COMMUNITY SERVICES |
| /BSL/03/ | PUBLIC WORKS/BUREAU OF STREET LIGHTING/FIELD OPERATIONS |
| /BSL/04/ | PUBLIC WORKS/BUREAU OF STREET LIGHTING/INTER-AGENCY ENGINEERING |
| /BSL/05/ | PUBLIC WORKS/BUREAU OF STREET LIGHTING/CONSTRUCTION SERVICES |
| /BSL/06/ | PUBLIC WORKS/BUREAU OF STREET LIGHTING/DRAFTING SERVICES |
| /BSL/07/ | PUBLIC WORKS/BUREAU OF STREET LIGHTING/ASSESSMENT ENGINEERING |
| /BSL/08/ | PUBLIC WORKS/BUREAU OF STREET LIGHTING/CASE MANAGEMENT/PLANNING |
| /BSL/09/ | PUBLIC WORKS/BUREAU OF STREET LIGHTING/INFORMATION TECHNOLOGY |
| /BSL/10/ | PUBLIC WORKS/BUREAU OF STREET LIGHTING/PRIVATE DEVELOPMENT |
| /BSL/11/ | PUBLIC WORKS/BUREAU OF STREET LIGHTING/CAPITAL PROJECTS |

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/ADMINISTRATIVE SERVICES
/BSL/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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|------------|-----------------|---|-------------------------|-------|-------|-------------|---|---|---|--|
| | | | Office | Total | Code | V | H | C | L | |
| /BSL/01/ | O | ORIGINAL RECORDS | | | | | | | | |
| /BSL/01/ | O001. | ACCOUNTING RECORDS RECORD TYPES: A-CITY STORE INVOICE-5027 B-CORRESPONDENCE C-ENCUMBRANCE ADJUSTMENT-GEN.36 D-GENERAL LEDGER JOURNAL VOUCHER-CONT/9B E-INTERDEPARTMENTAL ORDER-GEN.34 G-INVOICES H-JOURNAL VOUCHER-29A J-PACKING LIST-27-104A K-PAYROLL & REIMBURSEMENTS CERTIFICATION AUTHENTICATION AND...-CONT.71 L-PETTY CASH-17 M-PURCHASE ORDER-GS/S-2 N-PURCHASE ORDER CHANGE-GS/S-6 O-PURCHASE REQUISITION-O3-1A P-PURCHASING CARDS Q-REQUEST FOR ADJUSTMENT OF APPROPRIATED FUNDS-GEN.105 R-REQUEST TO ENCUMBER FUNDS-GEN.106 S-REQUEST FOR PURCHASE ORDER CHANGE-OS-6A T-STATEMENTS U-STORES MULTIUSE FORM-GS/MM-1 W-TRAVEL AUTHORITY-GEN.71 | TO+5 | TO+5 | | N | N | N | | |
| /BSL/01/ | O002. | CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: | TO+5 | TO+10 | | N | N | N | | |
| /BSL/01/ | O003. | BUDGET FILE (SEE ALSO BUDGET RECORDS) RECORD TYPES: A-BUDGET CONTROL SHEET B-DEPARTMENTAL BUDGET CALENDAR | TO+5 | TO+10 | | N | N | N | | |

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| /BSL/01/ | O004. | BUREAU EMPLOYEE FOLDERS (OFFICIAL FOLDERS MAINTAINED BY MANAGEMENT-EMPLOYEE SERVICES) RECORD TYPES: Confidential A-APPLICATION FOR EMPLOYMENT-97 B-CERTIFICATE OF TRAINING-PD MER 5 C-CERTIFICATION OF JURY DUTY D-CORRESPONDENCE E-EMPLOYEE ADDRESS RECORD-PAR-22 F-EMPLOYEE EVALUATION REPORT-PDAS-28 G-EMPLOYEE MEDICAL CALENDAR-90 H-GRIEVANCE APPEAL-164 I-GRIEVANCE INITIATION-162 J-GRIEVANCE RESPONSE-163 K-JOB ANALYSIS L-MILITARY ORDERS M-NOMINATION FOR TRAINING-M-ER8 N-NOTICE OF ASSIGNMENT-975 O-NOTICE OF COMMENDATION-79 P-NOTICE OF CORRECT DEFICIENCIES-78 Q-NOTICE OF TRAINING-M-ERD R-NOTICE OF INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT-PA 27 S-PAYROLL/PERSONNEL CHANGE DOCUMENT-41 T-PROPOSED DESIGNATION-42 U-RECEIPTS (FOR JURY DUTY)-30 V-RECORD OF TRAINING-PDMER1 W-REQUEST FOR BI-LINGUAL POSITION AUTHORIZATION-ES 67 X-REQUEST FOR CERTIFICATION-PDAS 15 Y-REQUEST FOR TUITION REIMBURSEMENT-MER9R | TE+10 | TE+10 | | N | N | Y | |
| /BSL/01/ | O005. | DAILY CASH RECEIPTS & DEPOSITS RECORD TYPES: | TO+2 | TO+2 | | N | N | N | |
| /BSL/01/ | O006. | DAMAGE CLAIMS FILES RECORD TYPES: A-INVOICE (FOR DAMAGES)-10.01 B-MATERIAL VOUCHER-SL4711 C-PROPERTY REPORT-10.01 D-STATEMENT OF ACCIDENT-W.P.00970 E-TRAFFIC ACCIDENT REPORT-4.01 4.03 | TO+10 | TO+15 | | N | N | N | |

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| | | F-TRAFFIC ACCIDENT REPORT SUPP.-4.05 G-VEHICLE INVESTIGATION-03.07 | | | | | | | | |
| /BSL/01/ | O007. | F-TRAFFIC ACCIDENT REPORT SUPP.-4.05 DAMAGE CLAIMS AND WORK ORDERS RECORD TYPES: A-CONDITIONAL AGREEMENT-SL-1601 B-CORRESPONDENCE C-DEPT. OF WATER & POWER-SUBPURCHASE ORDER-0000.9 D-SOUTHERN PACIFIC RAILROAD-SERVICE ORDER | TO+5 | TO+10 | | | N | N | N | |
| /BSL/01/ | O008. | ENGINEERING FILES - CLOSED (OPEN FILES MAINTAINED BY ENGINEERING DIVISIONS) RECORD TYPES: A-AGENDA B-CHANGE ORDER-ENG.3.151 C-COPIES OF ORDINANCES D-CORRESPONDENCE E-CLASS A ESTIMATE SUMMARY SHEET F-DRAFTING SERVICE REQUEST-SL-2501 G-INITIAL STUDIES H-LIGHTING DISTRICT-SL-3214 I-MAPS J-NOTICES K-NOTICE OF DETERMINATION-GEN. 156 L-NOTICE OF PUBLIC HEARING-92-A M-PHOTOGRAPHS N-PROPOSED ASSESSMENTS-AB4-5 O-PROPOSAL (BID SPECIFICATION)-ENG3 405 P-WORKING PAPERS | CL+5 | CL+20 | | | N | N | N | |
| /BSL/01/ | O009. | FINANCIAL RECORDS RECORD TYPES: A-ACCOUNTING CONTROL LOG B-CASH FLOW CHARTS C-DEPOSIT CERTIFICATE-2 D-EXPENDITURE PROGRAM E-GENERAL FUNDS RECEIPTS LEDGER-5025 F-INTERNAL DEMAND-1-C G-PURCHASE LOG H-REQUEST FOR PAYMENT-81 | TO+3 | TO+5 | | | N | N | N | |
| /BSL/01/ | O010. | INSURANCE ENDORSEMENTS (MILEAGE) | AU | AU | | | N | N | N | |

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| | | (RETENTION TIME CHANGED PER C.F. 90-2286) RECORD TYPES: A-AUTO INDEMNITY INSURANCE RECORD-GEN. 69 B-AUTOMOBILE LIABILITY-GEN. 134 C-CORRESPONDENCE D-INSURANCE REQUIREMENTS-GEN. 146 E-MILEAGE ENDORSEMENTS F-MILEAGE RECORD CHANGE-CONT. 12 | | | | | | | | |
| /BSL/01/ | O011. | MOTION PICTURE COORDINATION RECORD TYPES: A-CORRESPONDENCE B-EXPENSE CHARGE SHEET-305 C-FILMING APPROVAL D-FILMING PERMIT-BPW-MPC 1R E-RIDER TO FILMING PERMIT-BPW-MPC 1G F-SCHEDULE A"" TO FILMING PERMIT-BPW-MPC 1A"" G-WORK ORDERS-BSL1107 | TO+3 | TO+5 | | N | N | N | | |
| /BSL/01/ | O012. | NEIGHBORHOOD WATCH SIGNS (DT-2001) FORM: DT-2001 RECORD TYPES: | TO+3 | TO+3 | | N | N | N | | |
| /BSL/01/ | O013. | PERSONNEL GENERAL FILES (GEN.5042-A) FORM: GEN.5042-A RECORD TYPES: Confidential A-ARTHUR YOUNG STUDY B-AUTOMOBILE AND ACCIDENT REPORT-88 C-CAL OSHA SAFETY MINUTES D-CORRESPONDENCE E-DIRECT DEPOSIT AUTHORIZATION F-DUTY CERTIFICATE-43 G-EMERGENCY RIDE SHARING REGISTRATION-ER-01 H-EMPLOYEE CERTIFICATIONS-PDA5 4 I-EMPLOYERS REPORT OF OCCUPATIONAL INJURY OR ILLNESS-166 J-EXIT INTERVIEW QUESTIONNAIRE-F-28 K-MEASURES OF EFFECTIVENESS L-MEMORANDA OF UNDERSTANDING M-1984 OLYMPIC GAME PROJECT COST REPORTING WORKSHEET-CAO 8401 N-OCCASIONAL GARAGING AUTHORIZATION-CAO 36 O-REQUEST FOR CHANGE IN APPROVED EMPLOYEE WORK SCHEDULE P-STAFF MEETING MINUTES | TO+5 | TO+10 | | N | N | Y | | |

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| | | | Office | Total | Code | V | H | C | L |
| /BSL/01/ | O014. | PROJECT CONTROL SYSTEM (.080) FORM: .080 RECORD TYPES: | TO+2 | TO+2 | | N | N | N | |
| /BSL/01/ | O015. | RECEIPT BOOK (GEN 30) FORM: GEN 30 RECORD TYPES: | TO+5 | TO+5 | | N | N | N | |
| /BSL/01/ | O016. | SALVAGE AND REPAIRS-BUILDING AND EQUIPMENT RECORD TYPES: A-BUILDING REPAIR OF SERVICE REQUISITION-GEN.113 B-EQUIPMENT TRANSFER ADVICE-GEN.116 C-INVOICES-SE-12C D-RECEIPT FOR SALE OF SALVAGE MATERIAL AND EQUIPMENT-DWP-04239 E-REQUEST FOR SALE PERSONAL PROPERTY-GS/S-8 F-SALVAGE RECEIPTS-SE-13 G-TELEPHONE SERVICE REQUESTS-C-6 | TO+3 | TO+5 | | N | N | N | |
| /BSL/01/ | O017. | WORK ASSIGNMENTS RECORD TYPES: | TO+5 | TO+5 | | N | N | N | |
| /BSL/01/ | O018. | WORK ORDERS (SL-31) FORM: SL-31 RECORD TYPES: | CL+3 | CL+5 | | N | N | N | |
| /BSL/01/ | O019. | WORK ORDER CLOSING LIST RECORD TYPES: | TO+3 | TO+5 | | N | N | N | |

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| | | | Office | Total | Code | V | H | C | L | |
| /BSL/01/ | O020. | YEARLY TIME CARDS (ENG1.101) FORM: ENG1.101 RECORD TYPES: | TE+5 | TE+5 | | N | N | N | | |

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| /BSL/02/ | O001. | ENGINEERING FILES - OPEN (TRANSFER TO ADMINISTRATIVE SERVICES DIVISION WHEN CLOSED) RECORD TYPES: A-AFFIDAVIT-ENG.2.352 B-AGENDA C-ASSESSMENT FILES D-BOARD REPORTS E-CHANGE ORDERS-ENG. 3.151 F-COUNCIL CALENDARS G-COUNCIL MOTIONS H-COUNCIL RESOLUTIONS I-DRAFTING SERVICE REQUESTS-SL 2501 J-ESTIMATES-APS 402 K-INITIATION PETITIONS L-INITIAL STUDIES M-MAPS N-NOTICES O-NOTICES OF IMPROVEMENT P-NOTICES OF PUBLIC HEARINGS Q-ORDINANCES R-PHOTOGRAPHS S-PROGRESS PAYMENT REPORTS-1106 T-PROPOSALS (BID SPECIFICATION)-ENG. 3.405 U-PROPOSED ASSESSMENTS-ENG. 3.405 V-PROTESTS W-WORKING PAPERS X-WORK ORDER REQUESTS | CL | CL | | N | N | N | |
| /BSL/02/ | O002. | LOS ANGELES CITY LIGHTING DISTRICT FILES (LACLD) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-AGENDAS B-BOARD REPORTS C-CORRESPONDENCE D-COUNCIL CALENDARS E-ESTIMATES F-INITIAL STUDIES | AR+5 | PE | | N | Y | N | |

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| /BSL/02/ | O003. | G-NOTICE OF PUBLIC HEARINGS H-ORDINANCES I-PROTESTS J-WORKING PAPERS PETITION FILES (TRANSFER PETITIONS THAT RESULT IN PROJECTS TO ENGINEERING...) RECORD TYPES: A-CORRESPONDENCE B-MAPS C-PETITIONS | TO+5 | TO+5 | | N | N | N | |
| /BSL/02/ | O004. | PROTECT TRIGGER CARDS RECORD TYPES: | AR+2 | AR+2 | | N | N | N | |
| /BSL/02/ | O005. | REACTIVATION FILES RECORD TYPES: A-AGENDAS B-BOARD REPORTS C-CORRESPONDENCE D-ESTIMATES E-INITIAL STUDIES F-MAPS G-PHOTOGRAPHS | CL+5 | CL+5 | | N | N | N | |
| /BSL/02/ | O006. | F-MAPS SPECIAL PROJECT FILES RECORD TYPES: A-CORRESPONDENCE B-INITIAL STUDIES C-MAPS D-PHOTOGRAPHS E-WORKING PAPERS | AR+5 | AR+15 | | N | N | N | |
| /BSL/02/ | O007. | UTILITARIAN FILES RECORD TYPES: A-APPLICATION FOR STREET LIGHTING-191 B-CORRESPONDENCE | AR+3 | AR+5 | | N | N | N | |

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| /BSL/02/ | O008. | C-MAPS D-PHOTOGRAPHS Z"" SERIES MAINTENANCE FILES"" (ORIGINAL MAINTENANCE FILES AT CITY CLERK)) RECORD TYPES: A-AGENDAS B-BOARD REPORTS C-CORRESPONDENCE D-COUNCIL CALENDARS E-ESTIMATES F-INITIAL STUDIES G-NOTICES OF PUBLIC HEARINGS H-ORDINANCES I-PROTESTS J-WORKING PAPERS | AR+3 | AR+3 | | N | N | N | |

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| /BSL/03/ | O001. | DAILY ASSIGNMENT RECORD (SL 4702) FORM: SL 4702 RECORD TYPES: | CL+1 | CL+2 | | N | N | N | | |
| /BSL/03/ | O002. | DISASTER - STORM DAMAGE RECORDS RECORD TYPES: | PE | PE | | N | N | N | | |
| /BSL/03/ | O003. | DIVISION BULLETINS RECORD TYPES: | TO+5 | TO+5 | | N | N | N | | |
| /BSL/03/ | O004. | LOG & SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESS (CAL OSHA 2) FORM: CAL OSHA 2 RECORD TYPES: | TO+5 | TO+10 | | N | N | N | | |
| /BSL/03/ | O005. | MINUTES OF SAFETY COMMITTEE MEETINGS RECORD TYPES: | TO+2 | TO+2 | | N | N | N | | |
| /BSL/03/ | O006. | STREET LIGHTING MUSEUM RECORDS RECORD TYPES: Historical | PE | PE | | N | Y | N | | |

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|------------|-----------------|--|-------------------------|-------|-------|-------------|---|---|
| | | | Office | Total | Code | V | H | C |
| /BSL/03/ | O007. | A-BOOKS B-LETTERS C-NEWSCLIPPINGS D-PHOTOS TROUBLE INVESTIGATION REPORT (SL 4708) FORM: SL 4708 RECORD TYPES: | CL+1 | CL+2 | | N | N | N |
| /BSL/03/ | O008. | TROUBLE REPORT LOG (SL 4709) FORM: SL 4709 RECORD TYPES: | CL+1 | CL+2 | | N | N | N |
| /BSL/03/ | O009. | WORK ORDERS (SL 31) FORM: SL 31 RECORD TYPES: | CL+1 | CL+2 | | N | N | N |

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/INTER-AGENCY ENGINEERING
/BSL/04/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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|------------|-----------------|---|-------------------------|-------|------|-------|---|---|-------------|--|--|
| | | | Office | Total | Code | V | H | C | L | | |
| /BSL/04/ | O | ORIGINAL RECORDS | | | | | | | | | |
| /BSL/04/ | O001. | B-PERMIT RECORD TYPES: A-CORRESPONDENCE B-INTERIM CHANGE AUTHORIZATIONS-ENGR. 3.156 C-SUBDIVISION RECORD CARDS-SL-2305 D-TENTATIVE SUBDIVISION MAPS | CL+2 | CL+2 | | N | N | N | | | |
| /BSL/04/ | O002. | B-PERMIT DESIGN PROJECTS RECORD TYPES: A-CITY PLANNING CASES B-PARCEL MAPS C-STREET VACATIONS D-TRACTS | CL+2 | CL+2 | | N | N | N | | | |
| /BSL/04/ | O003. | ENGINEERING FILES - OPEN (COMPLETED FILES SENT TO ADMINISTRATIVE SERVICES DIVISION) RECORD TYPES: A-CALTRANS CORRESPONDENCE B-CALTRANS PRELIMINARY PLANS C-COMMUNITY REDEVELOPMENT AGENCY CORRESPONDENCE D-COMMUNITY REDEVELOPMENT AGENCY PRELIMINARY PLANS E-COUNTY FLOOD CONTROL CORRESPONDENCE F-COUNTY FLOOD CONTROL PRELIMINARY PLANS G-COUNTY ROAD DEPARTMENT CORRESPONDENCE H-COUNTY ROAD PRELIMINARY PLANS F-COUNTY FLOOD CONTROL PRELIMINARY PLANS | CL | CL | | N | N | N | | | |
| /BSL/04/ | O005. | ENGINEERING PRELIMINARY STREET IMPROVEMENT PLANS RECORD TYPES: A-ASSESSMENT AND GAX TAX PROJECTS CORRESPONDENCE B-ASSESSMENT PROJECTS CORRESPONDENCE C-BRIDGE PROJECTS CORRESPONDENCE D-CAPITAL IMPROVEMENT PROJECTS CORRESPONDENCE E-STORM DRAIN PROJECTS CORRESPONDENCE | CL+2 | CL+2 | | N | N | N | | | |
| /BSL/04/ | O006. | FORCE ACCOUNT FILES RECORD TYPES: | CL+2 | CL+2 | | N | N | N | | | |

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/INTER-AGENCY ENGINEERING

/BSL/04/

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 | | | |
| /BSL/04/ | O007. | A-BEAUTIFICATION PROJECTS CORRESPONDENCE B-CIRCUIT MODIFICATION PROJECTS CORRESPONDENCE C-CORRESPONDENCE, GENERAL D-PRELIMINARY PLANS E-STREET MAINTENANCE PROJECTS CORRESPONDENCE INTERSECTION IMPROVEMENT FILES RECORD TYPES: A-CORRESPONDENCE B-PRELIMINARY PLANS | CL+2 | CL+2 | N | N | N | | | | |
| /BSL/04/ | O008. | POST MOVE CORRESPONDENCE RECORD TYPES: | CL+2 | CL+2 | N | N | N | | | | |
| /BSL/04/ | O009. | POST MOVE PRELIMINARY PLANS RECORD TYPES: A-A-PERMIT PROJECTS CORRESPONDENCE B-CITY FORCE PROJECTS CORRESPONDENCE | CL+2 | CL+2 | N | N | N | | | | |

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/CONSTRUCTION SERVICES
/BSL/05/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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| | | | Office | Total | Code | V | H | C | L | |
| /BSL/05/ | O | ORIGINAL RECORDS | | | | | | | | |
| /BSL/05/ | O001. | ANNEXATIONS FILE RECORD TYPES: A-CORRESPONDENCE B-MAPS C-WORKSHEETS | CL+5 | CL+5 | | N | N | N | | |
| /BSL/05/ | O002. | BUREAU OF ENGINEERING CHANGE ORDERS (ENG.3.151) (OFFICIAL DOCUMENTS RETAINED BY BUREAU OF ENGINEERING) FORM: ENG.3.151 RECORD TYPES: A-CORRESPONDENCE B-DRAWINGS C-ESTIMATE WORKSHEETS D-LOG | CL+2 | CL+2 | | N | N | N | | |
| /BSL/05/ | O003. | BUREAU OF ENGINEERING ESTIMATING FILES RECORD TYPES: A-BIDS B-CORRESPONDENCE C-PLANS D-WORKSHEETS | CL+2 | CL+2 | | N | N | N | | |
| /BSL/05/ | O004. | EQUIPMENT EVALUATION FILE RECORD TYPES: A-APPROVALS B-CORRESPONDENCE C-DRAWINGS D-PERFORMANCE DATA | SU+5 | SU+10 | | N | N | N | | |
| /BSL/05/ | O005. | ESTIMATE CARDS RECORD TYPES: | CL+5 | CL+5 | | N | N | N | | |
| /BSL/05/ | O006. | FEDERAL AID URBAN (FAU) REIMBURSEMENT FILE (FEDERAL AID URBAN FILE RETAINED IN OFFICE UNTIL AUDIT) RECORD TYPES: | AU+3 | AU+8 | | N | N | N | | |

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/CONSTRUCTION SERVICES
/BSL/05/

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|------------|-----------------|--|-------------------------|-------|------|-------|------|---|-------------|---|---|
| | | | Office | Total | Code | | Code | V | H | C | L |
| /BSL/05/ | O007. | FIVE YEAR CAPITAL IMPROVEMENT PROJECTS LISTS RECORD TYPES: | TO+5 | TO+7 | | N | N | N | | | |
| /BSL/05/ | O008. | FLAGHOLDER FILE RECORD TYPES: A-APPROVALS B-CORRESPONDENCE C-PICTURES | TE+2 | TE+2 | | N | N | N | | | |
| /BSL/05/ | O009. | GAS TAX FEE REIMBURSEMENT FILE RECORD TYPES: A-CORRESPONDENCE B-GAS TAX PRINTOUTS C-WORKSHEETS | TO+3 | TO+5 | | N | N | N | | | |
| /BSL/05/ | O010. | INVESTIGATION-DAMAGE RECORD TYPES: A-CORRESPONDENCE B-TRAFFIC ACCIDENT REPORT C-WORKSHEETS | CL+2 | CL+10 | | N | N | N | | | |
| /BSL/05/ | O011. | LIGHTING INFORMATION TRENDS EVALUATION SYSTEM (LITES) ... RECORD TYPES: | SU+2 | SU+2 | | N | N | N | | | |
| /BSL/05/ | O012. | MAINTENANCE AGREEMENTS WITH OTHER CITIES RECORD TYPES: Vital A-MODIFICATIONS/CORRESPONDENCE | EX+5 | | | Y | N | N | | | |

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/CONSTRUCTION SERVICES
/BSL/05/

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|------------|-----------------|---|-------------------------|-------|-------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /BSL/05/ | O013. | MEASURES OF EFFECTIVENESS (MOE) RECORD TYPES: | TO+2 | TO+2 | | N | N | N | |
| /BSL/05/ | O014. | PRODUCTIVITY REPORTS RECORD TYPES: A-MANHOURS REPORTS B-WORKSHEETS | TO+2 | TO+2 | | N | N | N | |
| /BSL/05/ | O015. | PROJECT CONTROL SYSTEM REPORTS RECORD TYPES: | SU+2 | SU+2 | | N | N | N | |
| /BSL/05/ | O016. | PROJECT FILES (FEDERAL AID URBAN (FAU) PROJECT RETAINED IN OFFICE UNTIL AUDIT) RECORD TYPES: A-BID SUMMARY B-CHANGE ORDERS-ENG.3.151 C-CORRESPONDENCE D-DRAFTING REQUESTS-SL2501 E-ENCROACHMENT PERMITS F-EQUIPMENT AND MATERIAL LISTS G-ESTIMATES H-MAPS I-MUNICIPAL ARTS AGENDAS J-NOTICES OF EXEMPTIONS K-PRECONSTRUCTION MEETING L-PICTURES M-PROGRESS PAYMENT N-PROJECT REPORTS - ADVERTISE AWARD ACCEPTANCE O-PROJECT SUMMARIES P-PROPOSAL Q-REIMBURSEMENT CLAIMS R-START NOTICES-1336 8/71 S-UTILITY NOTICES-ENG.3.463 | CL+5 | CL+10 | | N | N | N | |

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

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/BSL/05/

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| /BSL/05/ | O017. | REAPPROPRIATION REPORT FILE RECORD TYPES: A-CORRESPONDENCE B-MIMIS: MUNICIPAL IMP'T MGMT INFORM'N SYSTEM C-WORKSHEETS | TO+3 | TO+5 | | N | N | N | |
| /BSL/05/ | O018. | RELINQUISHMENTS FILE RECORD TYPES: A-CORRESPONDENCE B-MAPS C-WORKSHEETS | CL+5 | CL+5 | | N | N | N | |
| /BSL/05/ | O019. | STREET LIGHTING INFORMATION FILE (SLIF) RECORD TYPES: A-SYSTEM DATA SHEET UPDATE-SL 1011 B-SLIF MAINTENANCE, E & C PROGRAM-C 43 | SU+2 | SU+2 | | N | N | N | |
| /BSL/05/ | O020. | STREET LIGHTING SPECIAL SPECIFICATIONS (EACH REVISION TO BECOME PERMANENT RECORD) RECORD TYPES: Vital | PE | PE | | Y | N | N | |
| /BSL/05/ | O021. | TRAFFIC ACCIDENT REPORTS RECORD TYPES: | TO+10 | 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 STREET LIGHTING/DRAFTING SERVICES
/BSL/06/

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|------------|-----------------|--|-------------------------|-------|-------|-------------|---|---|---|--|--|--|
| | | | Office | Total | Code | V | H | C | L | | | |
| /BSL/06/ | O | ORIGINAL RECORDS | | | | | | | | | | |
| /BSL/06/ | O001. | AS BUILT LOG RECORD TYPES: | CL+10 | CL+10 | | N | N | N | | | | |
| /BSL/06/ | O002. | DRAFTING PROCEDURES RECORD TYPES: | SU+2 | SU+2 | | N | N | N | | | | |
| /BSL/06/ | O003. | DRAFTING SERVICE REQUESTS RECORD TYPES: | TO+5 | TO+5 | | N | N | N | | | | |
| /BSL/06/ | O004. | INTRA BUREAU CORRESPONDENCE RECORD TYPES: | TO+5 | TO+10 | | N | N | N | | | | |
| /BSL/06/ | O005. | LAMP CHANGE MEMORANDUMS (BSL 3.12) (TRANSFER TO CITY ARCHIVES) FORM: BSL 3.12 RECORD TYPES: Historical | TE+2 | PE | | N | Y | N | | | | |
| /BSL/06/ | O006. | LITIGATION FILES RECORD TYPES: | 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 STREET LIGHTING/DRAFTING SERVICES
/BSL/06/

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| | | | Office | Total | Code | V | H | C | L | | |
| | | A-ACCIDENT REPORTS B-CITY ATTORNEY CLOSING INTERVIEW NOTES C-CORRESPONDENCE WITH PRIVATE ATTORNEYS D-DECLARATIONS E-DEPOSITIONS F-INTERROGATORIES G-INTERROGATORY RESPONSES H-NOTICE OF INSUFFICIENT DATA I-PATROL MAP COPIES J-PHOTOGRAPHS K-PLANS L-PRELIMINARY LITIGATION NOTICES M-PRIVATE ATTORNEY LETTERS N-SKETCHES O-STREET LIGHTING REPORTS P-SUBPOENAS Q-SUBPOENA BILLING WORKSHEETS | | | | | | | | | |
| /BSL/06/ | O007. | LITIGATION LOG RECORD TYPES: | CL+10 | CL+10 | | | N | N | N | | |
| /BSL/06/ | O008. | MAINTENANCE AGREEMENTS RECORD TYPES: A-AGREEMENT DOCUMENTS B-COMPUTER PRINTOUTS C-INVOICES | SU+2 | SU+2 | | | N | N | N | | |
| /BSL/06/ | O009. | FINAL MAPS AND PLANS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Vital Historical A-AS BUILT PLANS B-MAINTENANCE DIAGRAMS C-STREET LIGHTING PLANS D-STREET LIGHTING SYSTEMS MAPS | CL+5 | PE | | | Y | Y | N | | |
| /BSL/06/ | O010. | MAPS AND PLANS RECORD TYPES: A-AREA MAPS B-CITY COUNCIL DISTRICT MAPS C-DRAINAGE MAPS | SU+2 | SU+4 | | | N | N | N | | |

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Departmental Records Disposition Schedule
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| | | D-PATROL MAPS E-PROPOSED PLANS F-SPECIAL STUDY MAPS G-STREET MAPS | | | | | | | | |
| /BSL/06/ | O011. | F-SPECIAL STUDY MAPS PHOTOGRAPHS: ELECTROLIERS (AFTER 15 YEARS TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-ELECTROLIER IDENTIFICATION BOOK B-MOUNTED C-UNMOUNTED | TO+15 | PE | | N | Y | N | | |
| /BSL/06/ | O012. | SUBPOENA LOG RECORD TYPES: | CL+10 | CL+10 | | N | N | N | | |
| /BSL/06/ | O013. | TRUST FUNDS CHANGE IN EXISTING STREET LIGHTING SYSTEM RECORD TYPES: | TO+10 | TO+20 | | N | N | N | | |
| /BSL/06/ | O014. | Z"" SERIES LOG"" RECORD TYPES: | CL+10 | 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 STREET LIGHTING/ASSESSMENT ENGINEERING
/BSL/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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| /BSL/07/ | O | ORIGINAL RECORDS | | | | | | | | | |
| /BSL/07/ | 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+20 | TO+20 | BK | N | N | N | | | |
| /BSL/07/ | 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 | BK | N | N | N | | | |
| /BSL/07/ | 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 | BK | 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 STREET LIGHTING/ASSESSMENT ENGINEERING

/BSL/07/ *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 | | |
| /BSL/07/ | 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 | BK | N | N | N | | | |
| /BSL/07/ | 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 | BK | N | N | N | | | |
| /BSL/07/ | O006. | 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 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 | BK | N | N | N | | | |
| /BSL/07/ | O007. | ASSESSMENT BOOKS - SIDEWALK AND TREE MAINTENANCE RECORD TYPES: A-CITY CLERK CONFIRMATION LETTER (COPY) B-ASSESSMENT DIAGRAM (MAP) C-NOTICE OF RECORDING (COPY) D-ROLL | AR | AR+5 | BK | N | N | N | | | |
| /BSL/07/ | O008. | ASSESSMENT DIAGRAMS | CL | CL | | N | N | N | | | |

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/ASSESSMENT ENGINEERING
/BSL/07/

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 | |
| | | (MICROFILMED) RECORD TYPES: | | | | | | | | |
| /BSL/07/ | O009. | ASSESSMENT PROJECT INDEX BOOK (CHRONOLOGICAL) (92-500) FORM: 92-500 RECORD TYPES: | SU+2 | SU+2 | | N | N | N | | |
| /BSL/07/ | O010. | CLAIMS FOR REFUND NOT OVER \$5000 (GEN. 64) (INCLUDES HANDWRITTEN NOTES) FORM: GEN. 64 RECORD TYPES: | AR | AR+10 | | N | N | N | | |
| /BSL/07/ | O011. | CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: | AR | AR+2 | | N | N | N | | |
| /BSL/07/ | O012. | DELINQUENT GOVERNMENTAL ACCOUNTS RECORD TYPES: | CL | CL+3 | | N | N | N | | |
| /BSL/07/ | O013. | FIRE DEPARTMENT BRUSH NOTICE CARDS RECORD TYPES: | SU+2 | SU+2 | | N | N | N | | |
| /BSL/07/ | O014. | FORECLOSURE RECORDS - A-11 (ONLY SUMMARY STATEMENTS FORWARDED TO COUNCIL) RECORD TYPES: | AR | AR+2 | | N | N | N | | |
| /BSL/07/ | O015. | FORECLOSURE RECORDS - OTHER RECORD TYPES: | AR | AR+2 | | N | N | N | | |

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Departmental Records Disposition Schedule
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|------------|-----------------|--|-------------------------|-------|------|-------------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /BSL/07/ | O016. | HEALTH NOTICE CARDS RECORD TYPES: | AR | AR+2 | | N | N | N | |
| /BSL/07/ | O017. | NOTICE OF LIEN RELEASE RECORD TYPES: | AR | AR | | N | N | N | |
| /BSL/07/ | O018. | NOTICE OF REQUIRED WEED ABATEMENT (CITY CLERK) RECORD TYPES: | AR | AR | | N | N | N | |
| /BSL/07/ | O019. | PROJECT CARDS (ENG. 3.255) FORM: ENG. 3.255 RECORD TYPES: | SU+2 | SU+2 | | N | N | N | |
| /BSL/07/ | O020. | PROJECT FILES (REC SERIES HAS VARIED MEDIA FORMAT I.E. MAPS) RECORD TYPES: 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 F-NOTICE OF IMPROVEMENT (COPY)-ENG. 2.351B | CL+1 | CL+6 | | N | N | N | |

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Departmental Records Disposition Schedule
Original Records

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/BSL/07/

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|------------|-----------------|---|-------------------------|-------|-------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /BSL/07/ | O021. | 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 | |
| /BSL/07/ | 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 | |
| /BSL/07/ | O023. | RESIDENTIAL PROPERTY REPORT OUTPUT RECORD TYPES: | TO+7 | TO+12 | | N | N | N | |
| /BSL/07/ | O024. | RESIDENTIAL PROPERTY REPORT PRODUCTION RECORD TYPES: | TO+7 | TO+12 | | N | N | N | |
| /BSL/07/ | O025. | RESIDENTIAL PROPERTY REPORT REGISTER RECORD TYPES: | TO+7 | TO+12 | | N | N | N | |
| /BSL/07/ | O026. | SEARCH REQUEST MEMOS RECORD TYPES: | CL+2 | CL+2 | | N | N | N | |

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Departmental Records Disposition Schedule
Original Records

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/BSL/07/

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|------------|-----------------|---|-------------------------|-------|------|-------------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /BSL/07/ | O027. | STREET IMPROVEMENT INDEX CARDS RECORD TYPES: | SU+2 | SU+2 | | N | N | N | |
| /BSL/07/ | O028. | STREET LIGHTING MAINTENANCE - CORRESPONDENCE/MEMOS RECORD TYPES: | TO+3 | TO+3 | | N | N | N | |
| /BSL/07/ | O029. | STREET LIGHTING MAINTENANCE CORRECTION RECORD TYPES: | TO+3 | TO+3 | | N | N | N | |
| /BSL/07/ | O030. | ST. LIGHTING MAINT. COUNTY CROSS REF. & MULTIPLE ENTRY RECORD TYPES: | TO+3 | TO+3 | | N | N | N | |
| /BSL/07/ | 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 | |
| /BSL/07/ | O032. | STREET LIGHTING MAINTENANCE - DISTRICT BOOKS RECORD TYPES: | TO+3 | TO+3 | | N | N | N | |

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Departmental Records Disposition Schedule
Original Records

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/BSL/07/

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|------------|-----------------|--|-------------------------|-------|-------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /BSL/07/ | O033. | ST. LIGHTING MAINT. DISTRICT BOOKS Z SERIES (NEW PROJECTS) RECORD TYPES: A-ROLL (INCLUDES HANDWRITTEN NOTES) | TO+3 | TO+3 | | N | N | N | |
| /BSL/07/ | O034. | ST. LIGHTING MAINT. - FOOTAGE COMPUTATION RECORD (ENG. 3.256) FORM: ENG. 3.256 RECORD TYPES: | SU+2 | PE | | N | N | N | |
| /BSL/07/ | O035. | ST. LIGHTING MAINT. - NON-MATCH COMPUTER PRINT-OUT RECORD TYPES: | SU+2 | SU+2 | | N | N | N | |
| /BSL/07/ | O036. | STREET LIGHTING MAINTENANCE - PROJECT CONTROL SHEET RECORD TYPES: | CL | CL | | N | N | N | |
| /BSL/07/ | O037. | STREET LIGHTING MAINTENANCE - STREET LIGHTING INDEX RECORD TYPES: | SU+2 | SU+2 | | N | N | N | |
| /BSL/07/ | O038. | STREET LIGHTING MAINTENANCE - UNDIVIDED INTEREST CARD (ENG. 2.257) FORM: ENG. 2.257 RECORD TYPES: | SU+2 | SU+2 | | N | N | N | |
| /BSL/07/ | O039. | STREET LIGHTING MAINTENANCE - WORK FLOW CONTROL (ENG. 3.251) FORM: ENG. 3.251 RECORD TYPES: | TO+5 | TO+5 | | N | N | N | |

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Departmental Records Disposition Schedule
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/BSL/07/

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|------------|-----------------|---|-------------------------|-------|------|-------------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /BSL/07/ | O040. | SUBDIVISION CARD RECORD TYPES: | SU+2 | SU+2 | | N | N | N | |
| /BSL/07/ | O041. | TIME OFF/COMPENSATION REQUEST (GEN. 68A) FORM: GEN. 68A RECORD TYPES: | TO+2 | TO+2 | | N | N | N | |
| /BSL/07/ | 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 | |
| /BSL/07/ | O043. | TRACT SHEETS (INDEX) (ENG. 5.687) FORM: ENG. 5.687 RECORD TYPES: | SU+2 | SU+2 | | N | N | N | |
| /BSL/07/ | O044. | WEED ABATEMENT INQUIRY/REFERRAL MEMO RECORD TYPES: | AR | AR+2 | | N | N | N | |

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/ASSESSMENT ENGINEERING

/BSL/07/

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|---------------|-----------------------|--|-------------------------|-------|-------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /BSL/07/ | 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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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/CASE MANAGEMENT/PLANNING

/BSL/08/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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|---------------|-----------------------|--|------------------------------|-------|------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /BSL/08/ | 0 | ORIGINAL RECORDS | | | | | | | |

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

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/INFORMATION TECHNOLOGY

/BSL/09/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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|---------------|-----------------------|--|------------------------------|-------|------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /BSL/09/ | 0 | ORIGINAL RECORDS | | | | | | | |

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/PRIVATE DEVELOPMENT

/BSL/10/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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|------------|-----------------|--|------------------------------|-------|------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /BSL/10/ | 0 | ORIGINAL RECORDS | | | | | | | |
| /BSL/10/ | 0001. | Project Files RECORD TYPES: A. B-Permit As Built | CL+10 | CL+10 | DO | | | | |

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Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/CAPITAL PROJECTS
/BSL/11/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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|------------|-----------------|--|-------------------------|-------|------|-------------------|---|---|---|--|--|--|--|
| | | | Office | Total | Code | V | H | C | L | | | | |
| /BSL/11/ | O | ORIGINAL RECORDS | | | | | | | | | | | |
| /BSL/11/ | O001. | CONSOLIDATION STUDY - RL1 Project Files (correspondence);MAPS Bids; Change Orders; Estimates; Board Reports; Photographs; Proposals Bid Specification; Maps; | TO+2 | TO+10 | DO | N | N | N | | | | | |
| /BSL/11/ | O002. | A: PROJECT FILES Project Files (correspondence);MAPS Bids; Change Orders; Estimates; Board Reports; Photographs; Proposals Bid Specification; Maps; | TO+2 | TO+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
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/ADMINISTRATIVE SERVICES
/BSL/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

| Sched. No. | Sched. Item No. | Record Title (Description / Sub Categories / Remarks) | -- Retention (YEARS) -- Office | Media Code | Record Type V H C L |
|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|
| /BSL/01/ | D | DUPLICATE RECORD SERIES | | | |
| /BSL/01/ | D001. | ATTENDANCE RECORDS (BUREAU OF ACCOUNTING) RECORD TYPES: A-BI-WEEKLY PAYROLL ROSTER B-BI-WEEKLY SICK LEAVE ROSTER C-BI-WEEKLY VACATION ROSTER D-EVALUATION CHECK LIST E-INJURY ON DUTY REPORT F-OVERTIME HISTORY REPORT G-PAYROLL SPECIAL MESSAGES H-PENDING LOSS OF OVERTIME REPORT I-VACATION CREDIT REPORT J-VARIATION ROSTER K-WORKER'S COMPENSATION COSTS | TO+1 | | N N N |
| /BSL/01/ | D002. | BOARD REPORTS (BOARD OF PUBLIC WORKS) RECORD TYPES: | TO+5 | | N N N |
| /BSL/01/ | D003. | BUDGET RECORDS (CITY ADMINISTRATIVE OFFICE) RECORD TYPES: A-ANNUAL WORK PROGRAM-CAO 25 B-BUDGET REQUEST/REDUCTION PACKAGE-CAO696B C-BUDGET SUMMARY-R-19 D-ORGANIZATION CHART E-PACKAGE RANKING-CAO696C F-PERSONNEL REQUIREMENTS-CAO10/11 G-PERSONNEL UTILIZATION REPORT-CAO 26 H-RECAPITULATIONS BY ELEMENT/PROGRAM-CAO 12 I-RECAPITULATIONS BY EXPENDITURE CLASSIFICATION-CAO 14 J-RECAPITULATION OF POSITION CHANGES-CAO 16 K-REQUIREMENTS-CAO 11 L-REVENUE ESTIMATE-CAO 19 M-SUBSTITUTE POSITION REQUIREMENTS-CAO 17 | TO+5 | | N N N |

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/ADMINISTRATIVE SERVICES
/BSL/01/

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|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|---|---|--|
| /BSL/01/ | D004. | N-SUPPORTING SCHEDULE-CAO 18 CONTRACT FILES - PURCHASING (PURCHASING AGENT) RECORD TYPES: A-CONTRACT-GS/S10 B-REQUEST FOR BID-GS/S9 | TO+5 | | N | N | N | |
| /BSL/01/ | D005. | CORRESPONDENCE (CHRONOLOGICAL FILE) (ORIGINATING OFFICE) RECORD TYPES: | TO+5 | | N | N | N | |
| /BSL/01/ | D006. | EQUIPMENT INVENTORIES (CONTROLLER) RECORD TYPES: A-EQUIPMENT INVENTORY INPUT WORKSHEET-111 B-EQUIPMENT INVENTORY PRINTOUT C-EQUIPMENT TRANSFER ADVICE-116 | TO+5 | | N | N | N | |
| /BSL/01/ | D007. | INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING OFFICE) RECORD TYPES: | SU | | N | N | N | |
| /BSL/01/ | D008. | PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE ... (NON-RECORD MATERIAL.) RECORD TYPES: | AR | | N | N | N | |
| /BSL/01/ | D009. | WEEKLY TIME SHEET (5053) (BUREAU OF ACCOUNTING) FORM: 5053 RECORD TYPES: | TO+1 | | N | N | N | |
| /BSL/01/ | D010. | WORK ASSIGNMENTS | TO+5 | | N | N | N | |

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/ADMINISTRATIVE SERVICES
/BSL/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

| Sched. No. | Sched. Item No. | Record Title (Description / Sub Categories / Remarks) | -- Retention (YEARS) -- Office | Media Code | Record Type V H C L |
|-----------------------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| (MANAGEMENT) RECORD TYPES: | | | | | |
| /BSL/01/ | D011. | WORK ORDERS (BSL-1107) (BUREAU OF ACCOUNTING) FORM: BSL-1107 RECORD TYPES: | CL+10 | | N N N |
| /BSL/01/ | D012. | ACCOUNTING RECORDS (BUREAU OF ACCOUNTING) RECORD TYPES: A-ENCUMBRANCE ADJUSTMENT B-GENERAL LEDGER JOURNAL VOUCHER C-INTERDEPARTMENTAL ORDER D-INVOICES E-JOURNAL VOUCHER F-PACKING LIST G-PURCHASE ORDER H-PURCHASE ORDER CHANGE I-PURCHASE REQUISITION J-REQUEST FOR ADJUSTMENT OF APPROPRIATED FUNDS K-REQUEST TO ENCUMBER FUNDS L-REQUEST FOR PURCHASE ORDER CHANGE M-STATEMENT OF CONDITION N-STORES MULTI USE FORM O-TRAVEL AUTHORITY | 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 STREET LIGHTING/COMMUNITY SERVICES

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

| Sched. No. | Sched. Item No. | Record Title (Description / Sub Categories / Remarks) | -- Retention (YEARS) -- Office | Media Code | Record Type V H C L | | | |
|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|---|---|--|
| /BSL/02/ | D | DUPLICATE RECORD SERIES | | | | | | |
| /BSL/02/ | D001. | A'LL-L PLANS (BUREAU OF ENGINEERING VAULT) RECORD TYPES: | CL+2 | | N | N | N | |
| /BSL/02/ | D002. | ASSESSMENT MAPS (BUREAU OF ENGINEERING) RECORD TYPES: | CL+2 | | N | N | N | |
| /BSL/02/ | D003. | INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS... (ORIGINATING OFFICE) RECORD TYPES: | SU | | N | N | N | |
| /BSL/02/ | D004. | PATROL MAPS (DEPARTMENT OF WATER & POWER) RECORD TYPES: | SU | | N | N | N | |
| /BSL/02/ | D005. | PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE ... (NON-RECORD MATERIALS) 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 STREET LIGHTING/FIELD OPERATIONS
/BSL/03/

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 | | | |
|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|---|---|--|
| /BSL/03/ | D | DUPLICATE RECORD SERIES | | | | | | |
| /BSL/03/ | D001. | AUTOMOBILE ACCIDENT FORM (GEN 88) (CITY ATTORNEY) FORM: GEN 88 RECORD TYPES: | TO+2 | | N | N | N | |
| /BSL/03/ | D002. | DAILY TIMESHEETS (5054) (BUREAU OF ACCOUNTING) FORM: 5054 RECORD TYPES: | TO+3 | | N | N | N | |
| /BSL/03/ | D003. | INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE) RECORD TYPES: | SU | | N | N | N | |
| /BSL/03/ | D004. | MATERIAL VOUCHER (SL 4711) (BUREAU OF ACCOUNTING) FORM: SL 4711 RECORD TYPES: | TO+3 | | N | N | N | |
| /BSL/03/ | D005. | OFF STREET PARKING RECORDS (DEPARTMENT OF TRANSPORTATION) RECORD TYPES: | PE | | N | N | N | |
| /BSL/03/ | D006. | PEDESTRIAN TUNNEL RECORDS (ADMINISTRATIVE SERVICES DIVISION) RECORD TYPES: | PE | | N | N | N | |

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/FIELD OPERATIONS

/BSL/03/ *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 |
|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| | | A-IMPROVEMENTS, PEDESTRIAN TUNNELS B-MAINTENANCE AND ENCLOSURES, PEDESTRIAN TUNNELS C-THEFT & RECOVERY, PEDESTRIAN TUNNELS | | | |
| /BSL/03/ | D007. | PERSONNEL FILES (BUREAU OF MANAGEMENT EMPLOYEE SERVICES) RECORD TYPES: A-BUREAU OF STREET LIGHTING EMPLOYEE EVALUATIONS B-CHECKLIST FOR ORIENTATION OF NEW EMPLOYEE-FG 39 C-EMPLOYEE ADDRESS RECORD-PAR 22 D-EMPLOYEE EVALUATION REPORT-PDAS 28 E-EMPLOYEE SAFETY & INJURY SUMMARY F-NOTICE OF COMMENDATION-GEN 79 G-NOTICE TO CORRECT DEFICIENCIES-GEN 78 H-PAYROLL/PERSONNEL CHANGE DOCUMENT-41 | TO+5 | | N N N |
| /BSL/03/ | D008. | F-NOTICE OF COMMENDATION-GEN 79 POSITION DESCRIPTION (PDES 3) (PERSONNEL DEPARTMENT) FORM: PDES 3 RECORD TYPES: | SU | | N N N |
| /BSL/03/ | D009. | PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIALS) RECORD TYPES: | AR | | N N N |
| /BSL/03/ | D010. | STREET LIGHTING PLANS (GENERAL ENGINEERING) RECORD TYPES: | PE | | N N N |
| /BSL/03/ | D011. | SYSTEM DAMAGE REPORTS (SL 1501) (CITY ATTORNEY) FORM: SL 1501 RECORD TYPES: | CL+2 | | N N N |

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/FIELD OPERATIONS

/BSL/03/

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|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|
| /BSL/03/ | D012. | WEEKLY TIMESHEETS (5053) (BUREAU OF ACCOUNTING) FORM: 5053 RECORD TYPES: | TO+3 | | N N N |

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/INTER-AGENCY ENGINEERING

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|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|---|---|--|
| /BSL/04/ | D | DUPLICATE RECORD SERIES | | | | | | |
| /BSL/04/ | D001. | B-PERMIT APPLICATIONS (3.659-A) (BUREAU OF ENGINEERING) FORM: 3.659-A RECORD TYPES: | TO+5 | | N | N | N | |
| /BSL/04/ | D002. | B-PERMIT CITY PLANNING LETTERS CONDITIONS OF APPROVAL (CITY PLANNING-OFFICE OF ZONING ADMINISTRATION) RECORD TYPES: A-CONDITIONAL USE ZONING CORRESPONDENCE B-YARD VARIANCE (YV) CORRESPONDENCE C-ZONING ADMINISTRATOR'S REPORTS (ZA) D-ZONING VARIANCE (ZV) CORRESPONDENCE | TO+5 | | N | N | N | |
| /BSL/04/ | D003. | INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING DIVISION OFFICE) RECORD TYPES: | SU | | N | N | N | |
| /BSL/04/ | D004. | PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE.. (NON-RECORD MATERIALS) 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 STREET LIGHTING/CONSTRUCTION SERVICES

/BSL/05/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|---|---|--|
| /BSL/05/ | D | DUPLICATE RECORD SERIES | | | | | | |
| /BSL/05/ | D001. | CALIFORNIA ADMINISTRATIVE REPORTS (LOS ANGELES POLICE DEPARTMENT) RECORD TYPES: | TO+10 | | N | N | N | |
| /BSL/05/ | D002. | COMPLETION NOTICES (CONTRACT ADMINISTRATION) RECORD TYPES: | TO+2 | | N | N | N | |
| /BSL/05/ | D003. | DESIGN SCHEDULE STATUS (ADMINISTRATIVE SERVICES DIVISION) RECORD TYPES: | TO+2 | | N | N | N | |
| /BSL/05/ | D004. | INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING OFFICE) RECORD TYPES: | SU | | N | N | N | |
| /BSL/05/ | D005. | MAYOR'S REPORT (ADMINISTRATIVE SERVICES DIVISION) RECORD TYPES: | TO+3 | | N | N | N | |
| /BSL/05/ | D006. | PATROL MAPS (DEPARTMENT OF WATER AND POWER) RECORD TYPES: | SU | | N | N | N | |

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/CONSTRUCTION SERVICES
/BSL/05/

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|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|---|---|--|
| /BSL/05/ | D007. | PUBLICATION REFERENCE AND MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES: | AR | | N | N | N | |
| /BSL/05/ | D008. | STANDARD PLANS (DRAFTING SERVICES DIVISION) RECORD TYPES: | SU | | N | N | N | |
| /BSL/05/ | D009. | STATUS REPORT, BUREAU OF ENGINEERING (BUREAU OF ENGINEERING) RECORD TYPES: | TO+1 | | N | N | N | |
| /BSL/05/ | D010. | TRAFFIC ACCIDENT INFORMATION SYSTEM REPORTS (DEPARTMENT OF TRANSPORTATION) RECORD TYPES: | 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 STREET LIGHTING/DRAFTING SERVICES
/BSL/06/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|---|---|--|
| /BSL/06/ | D | DUPLICATE RECORD SERIES | | | | | | |
| /BSL/06/ | D001. | CONSTRUCTION LOG ELEMENTS (PRINTOUT) (STREET LIGHTING TECHNICAL SERVICES) RECORD TYPES: | SU | | N | N | N | |
| /BSL/06/ | D002. | CONSTRUCTION PLANS (MICROFILM) (BUREAU OF ENGINEERING) RECORD TYPES: | SU | | N | N | N | |
| /BSL/06/ | D003. | COUNTY ASSESSORS RECORDS (MICROFILM) (COUNTY OF LOS ANGELES) RECORD TYPES: | SU | | N | N | N | |
| /BSL/06/ | D004. | HOUSE NUMBER MAPS (MICROFILM) (BUREAU OF ENGINEERING) RECORD TYPES: | SU | | N | N | N | |
| /BSL/06/ | D005. | INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE) RECORD TYPES: | SU | | N | N | N | |
| /BSL/06/ | D006. | MAINTENANCE DIAGRAMS (MICROFILM) (STREET LIGHTING ASSESSMENT ENGINEERING) RECORD TYPES: | SU | | N | N | N | |

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

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/BSL/06/

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|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| /BSL/06/ | D007. | PARCEL MAPS (MICROFILM) (CITY PLANNING DEPARTMENT) RECORD TYPES: | SU | | N N N |
| /BSL/06/ | D008. | PATROL MAPS (MICROFILM) (DEPARTMENT OF WATER AND POWER) RECORD TYPES: | SU | | N N N |
| /BSL/06/ | D009. | PUBLICATIONS & REFERENCES MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIALS) RECORD TYPES: | AR | | N N N |
| /BSL/06/ | D010. | STANDARD PLANS (MICROFILM) (BUREAU OF ENGINEERING) RECORD TYPES: | SU | | N N N |
| /BSL/06/ | D011. | STREETLIGHT INFORMATION FILE (SLIF)(PRINTOUT) (STREET LIGHTING TECHNICAL SERVICES) RECORD TYPES: | SU | | N N N |
| /BSL/06/ | D012. | STREET LIGHTING SYSTEMS MAPS (MICROFILM) (STREET LIGHTING DRAFTING SERVICES) RECORD TYPES: | SU | | N N N |

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Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/DRAFTING SERVICES

/BSL/06/

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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 | | | |
|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|---|---|--|
| /BSL/06/ | D013. | TRACT MAPS (MICROFILM) (COUNTY OF LOS ANGELES) RECORD TYPES: | SU | | N | N | N | |
| /BSL/06/ | D014. | WORK PROGRAM REPORT (PRINTOUT) (BUREAU OF ACCOUNTING) RECORD TYPES: | SU | | N | N | N | |

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Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/ASSESSMENT ENGINEERING
/BSL/07/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|---|---|--|
| /BSL/07/ | D | DUPLICATE RECORD SERIES | | | | | | |
| /BSL/07/ | D001. | ASSESSMENT DIAGRAMS (MICROFILM) (ADMINISTRATION DIVISION) RECORD TYPES: | AR | | N | N | N | |
| /BSL/07/ | D002. | CHAPTER 22 NOTICE LISTS (STREET MAINTENANCE) RECORD TYPES: | AR | | N | N | N | |
| /BSL/07/ | D003. | CHAPTER 22 NOTICE - CLOSED LIST RECORD TYPES: | AR | | N | N | N | |
| /BSL/07/ | D004. | CHAPTER 22 NOTICES RECORD TYPES: | AR | | N | N | N | |
| /BSL/07/ | D005. | CITY CLERK'S SUBDIVISION LIST RECORD TYPES: | SU | | N | N | N | |
| /BSL/07/ | 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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Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/ASSESSMENT ENGINEERING
/BSL/07/

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|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| /BSL/07/ | D007. | COUNTY HEALTH NOTICES (STREET MAINTENANCE) RECORD TYPES: A-NOTICES B-REFERRALS C-TRANSMITTALS | AR | | N N N |
| /BSL/07/ | D008. | DISTRICT MAPS (MICROFILM) (ADMINISTRATION DIVISION) RECORD TYPES: | SU | | N N N |
| /BSL/07/ | D009. | FIRE DEPARTMENT BRUSH NOTICE FINAL LISTS (SUMMARY) (FIRE DEPARTMENT) RECORD TYPES: | AR | | N N N |
| /BSL/07/ | D010. | FIRE DEPARTMENT BRUSH NOTICE (WORK ORDER) LIST (FIRE DEPARTMENT) RECORD TYPES: | AR | | N N N |
| /BSL/07/ | D011. | LIST OF RECORDING FEES CHARGED (CITY CLERK) RECORD TYPES: | TO+3 | | N N N |
| /BSL/07/ | D012. | LOT CLEANING ASSESSMENT ROLL (LOS ANGELES COUNTY) 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 STREET LIGHTING/ASSESSMENT ENGINEERING

/BSL/07/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|---|---|--|
| /BSL/07/ | D013. | LOT CLEANING CHARGES - ESTIMATES (BUREAU OF ACCOUNTING) RECORD TYPES: | SU | | N | N | N | |
| /BSL/07/ | D014. | LOT CLEANING CHARGES - FINAL (BUREAU OF ACCOUNTING) RECORD TYPES: | AR | | N | N | N | |
| /BSL/07/ | D015. | INTER & INTRA DEPT'AL MANUALS, PUBL'CONS, NOTICES & BULLETINS (ORIGINATING OFFICE) RECORD TYPES: | SU | | N | N | N | |
| /BSL/07/ | D016. | NOTICE OF AWARD OF CONTRACT (BOARD OF PUBLIC WORKS) RECORD TYPES: | TO+15 | | N | N | N | |
| /BSL/07/ | 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 | |
| /BSL/07/ | D018. | PROJECT PLANS (ADMINISTRATION DIVISION) RECORD TYPES: | CL | | N | N | N | |
| /BSL/07/ | D019. | PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES | AR | | N | N | N | |

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

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/BSL/07/

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|--------------------------------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| (NON-RECORD MATERIAL) RECORD TYPES: | | | | | |
| /BSL/07/ | 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 |
| /BSL/07/ | D021. | OPEN BOND LIST (TREASURER'S OFFICE) RECORD TYPES: | SU | | N N N |
| /BSL/07/ | 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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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/CASE MANAGEMENT/PLANNING

/BSL/08/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

| <i>Sched. No.</i> | <i>Sched. Item No.</i> | <i>Record Title (Description / Sub Categories / Remarks)</i> | <i>-- Retention (YEARS) -- Office</i> | <i>Media Code</i> | <i>Record Type V H C L</i> |
|-----------------------|--------------------------------|--|---|-----------------------|--------------------------------|
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Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/INFORMATION TECHNOLOGY

/BSL/09/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|
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Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/PRIVATE DEVELOPMENT

/BSL/10/

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Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF STREET LIGHTING/CAPITAL PROJECTS

/BSL/11/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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|-----------------------|--------------------------------|--|---|-----------------------|--------------------------------|
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