

Department Records Disposition Schedules

PUBLIC WORKS/BUREAU OF STREET SERVICES

Schedule Number Department Name

| | |
|-----------|---|
| /STM/ | PUBLIC WORKS/BUREAU OF STREET SERVICES |
| /STM/002/ | FINANCIAL SERVICES SECTION |
| /STM/005/ | ADMIN SERVICES/ADMIN AND SRS |
| /STM/020/ | ADMINISTRATIVE SVCS/PERSONNEL |
| /STM/099/ | COORDINATING SECTION |
| /STM/114/ | SMD-NORTH CENTRAL AREA |
| /STM/115/ | SMD-BAY HARBOR AREA |
| /STM/211/ | SMD-EAST VALLEY/MTN |
| /STM/212/ | SMD-WEST VALLEY/MTN |
| /STM/301/ | STAFF ENGINEER - FACILITIES MAINTENANCE |
| /STM/400/ | STREET USE INSPECTION DIVISION |
| /STM/403/ | LOT CLEANING |
| /STM/404/ | STREET TREE DIVISION |
| /STM/990/ | SMD ADMINISTRATION |

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: FINANCIAL SERVICES SECTION
/STM/002/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 | | |
| /STM/002/ | O | ORIGINAL RECORDS | | | | | | | | |
| /STM/002/ | O001. | ACCOUNTS RECEIVABLE LEDGER STREET MAINTENANCE FUND... RECORD TYPES: | CL+2 | CL+4 | N | N | N | | | |
| /STM/002/ | O002. | BOARD REPORTS RECORD TYPES: A-BID BOARD REPORTS (REQUEST FOR) B-BID BOARD REPORTS (BID CONTRACTS, SPEC'S, CORRESP) C-CAO - RULE 11 DEVIATION BOARD REPORTS | TO+3 | TO+10 | N | N | N | | | |
| /STM/002/ | O003. | BUDGET (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED.) RECORD TYPES: A-BACKUP DATA B-CORRESPONDENCE C-WORKSHEETS | TO+5 | TO+20 | N | N | N | | | |
| /STM/002/ | O004. | BUR OF ST. MAINTENANCE CONTRACT TRUCK CHARGES BY FUNCTION RECORD TYPES: | CL+2 | CL+7 | N | N | N | | | |
| /STM/002/ | O005. | BUREAU OF STREET MAINTENANCE COST AND ACTIVITY REPORT RECORD TYPES: | CL+3 | CL+8 | N | N | N | | | |
| /STM/002/ | O006. | BUR OF STREET MAINTENANCE EQUIPMENT LISTING - CLASS ORDER RECORD TYPES: | TO+3 | TO+6 | N | N | N | | | |

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

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| /STM/002/ | O007. | BUR OF STREET MAINTENANCE EQUIPMENT LISTING - CREW ORDER RECORD TYPES: | TO+3 | TO+6 | | N | N | N | |
| /STM/002/ | O008. | BUR OF STREET MAINTENANCE EQUIPMENT OPERATING COST... RECORD TYPES: | TO+3 | TO+10 | | N | N | N | |
| /STM/002/ | O009. | BUR OF STREET MAINTENANCE REPORT A - LABOR... RECORD TYPES: | TO+3 | TO+10 | | N | N | N | |
| /STM/002/ | O010. | BUR OF STREET MAINTENANCE REPORT B - LABOR HOURS... RECORD TYPES: | TO+3 | TO+10 | | N | N | N | |
| /STM/002/ | O011. | BUR OF STREET MAINTENANCE-REPORT STM01-FUNCTIONAL... (STM-01) FORM: STM-01 RECORD TYPES: | TO+3 | TO+10 | | N | N | N | |
| /STM/002/ | O012. | BUR OF STREET MAINTENANCE REPORT STM02-FUNCTIONAL... (STM-02) FORM: STM-02 RECORD TYPES: | TO+3 | TO+10 | | N | N | N | |

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| /STM/002/ | O013. | BUR OF STREET MAINTENANCE-REPORT STM5-EARNED RENTAL... RECORD TYPES: | TO+3 | TO+10 | | N | N | N | |
| /STM/002/ | O014. | BUR OF STREET MAINTENANCE REPORT STM20 RECORD TYPES: | TO+3 | TO+10 | | N | N | N | |
| /STM/002/ | O015. | CETA FOLDERS RECORD TYPES: A-CORRESPONDENCE B-WORKSHEETS | TO+5 | TO+10 | | N | N | N | |
| /STM/002/ | O016. | CITY OF LOS ANGELES EXPENDITURE REPORT BY APPROVED SUB-ACCT RECORD TYPES: | TO+2 | TO+7 | | N | N | N | |
| /STM/002/ | O017. | CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: | AR+3 | AR+5 | | N | N | N | |
| /STM/002/ | O018. | DAILY STATEMENT OF BUDGET CONDITION (9032) FORM: 9032 RECORD TYPES: | TO+2 | TO+7 | | N | N | N | |
| /STM/002/ | O019. | DEPARTMENT OF WATER AND POWER STATEMENTS | TO+2 | TO+7 | | N | N | N | |

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| RECORD TYPES: | | | | | | | | | | |
| /STM/002/ | O020. | DISASTER FILES RECORD TYPES: A-ACCOUNTING WORKSHEETS B-CONTRACTS C-CORRESPONDENCE D-WORKSHEETS | AU+5 | AU+5 | N | N | N | | | |
| /STM/002/ | O021. | EXCEPTION REPORT ON CONROCK DELIVERY TICKETS RECORD TYPES: A-REMITTANCE ADVICE | TO+3 | TO+6 | N | N | N | | | |
| /STM/002/ | O022. | ORGANIZATION CHARTS RECORD TYPES: | SU+2 | SU+2 | N | N | N | | | |
| /STM/002/ | O023. | OVERTIME REPORTS RECORD TYPES: | TO+3 | TO+6 | N | N | N | | | |
| /STM/002/ | O024. | PAYROLL REIMBURSEMENT AUTHORITY AUDIT (5007) FORM: 5007 RECORD TYPES: | TO+2 | TO+7 | N | N | N | | | |
| /STM/002/ | O025. | PAYROLL REIMBURSEMENT RECAPITULATION (5009) FORM: 5009 RECORD TYPES: | TO+2 | TO+7 | N | N | N | | | |

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| /STM/002/ | O026. | PERSONNEL UTILIZATION REPORT RECORD TYPES: | TO+3 | TO+8 | | N | N | N | |
| /STM/002/ | O027. | PWEA FOLDERS RECORD TYPES: A-CORRESPONDENCE B-WORKSHEETS | TO+5 | TO+10 | | N | N | N | |
| /STM/002/ | O028. | SYEP FOLDERS RECORD TYPES: A-CORRESPONDENCE B-WORKSHEETS | TO+5 | TO+10 | | N | N | N | |
| /STM/002/ | O029. | TIMESHEETS RECORD TYPES: A-LOT CLEANING DIVISION-5056A B-STREET MAINTENANCE DIVISION-5056 C-MUNICIPAL ASPHALT PLANT NO. 1 AND 2 (TICKETS)-807A50M D-STREET TREE DIVISION-5056 | TO+/04 | TO+12 | | N | N | N | |
| /STM/002/ | O030. | WAREHOUSE INVENTORY RECORD TYPES: | SU+3 | SU+6 | | N | N | N | |
| /STM/002/ | O031. | ASPHALT PRODUCTION & MATERIAL USAGE STATISTICAL REPORTS RECORD TYPES: | TO+2 | TO+7 | | N | N | N | |

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| /STM/002/ | O032. | AVERAGE CREW RATES REPORT (SMACAS) RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /STM/002/ | O033. | COMFAC REPORT (TELEPHONE CALL SUMMARY) RECORD TYPES: | TO+1 | TO+2 | | N | N | N | |
| /STM/002/ | O034. | FLUSHER REPORT BY BUDGETARY PERIOD (1367) FORM: 1367 RECORD TYPES: | TO+2 | TO+4 | | N | N | N | |
| /STM/002/ | O035. | LOT CLEANING EQUIP. (4-WK PERIOD PRODUCTION BY CUBIC YDS) RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /STM/002/ | O036. | PAYROLL ON-LINE WORKSHEETS RECORD TYPES: | TO+5 | TO+20 | | N | N | N | |
| /STM/002/ | O037. | RETROACTIVE PAY DATA RUN RECORD TYPES: | TO+5 | TO+20 | | N | N | N | |
| /STM/002/ | O038. | STM-6 (REPORT OF COMPLETED WORK ORDERS) RECORD TYPES: | TO+1 | TO+7 | | N | N | N | |

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| | | | Office | Total | V | H | C | L | | | |
| /STM/002/ | O039. | STM-8 AND 8A (FUNCTIONAL USE OF MATERIALS) RECORD TYPES: | TO+1 | TO+7 | N | N | N | | | | |
| /STM/002/ | O040. | TIME REPORT (9005) FORM: 9005 RECORD TYPES: | TO+5 | TO+20 | N | N | N | | | | |
| /STM/002/ | O041. | WORK UNITS REPORT (COMPLETED) RECORD TYPES: A-LOT CLEANING (BY SQUARE FEET) B-STREET TREE (BY NUMBER OF TREES) | TO+2 | TO+5 | N | N | N | | | | |
| /STM/002/ | O042. | STM-17 (LABOR & MATERIAL DETAIL LIST) RECORD TYPES: | TO+1 | TO+7 | N | N | N | | | | |

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| /STM/005/ | O | ORIGINAL RECORDS | | | | | | | | |
| /STM/005/ | O001. | BOARD REPORT LOG BOOKS RECORD TYPES: | CL+5 | CL+5 | | N | N | N | | |
| /STM/005/ | O002. | BUREAU OF STREET MAINTENANCE BULLETINS & DIRECTIVES RECORD TYPES: | SU+2 | SU+2 | | N | N | N | | |
| /STM/005/ | O003. | BUREAU OF STREET MAINTENANCE SER. AND/OR INVEST'GN REQUEST (345) FORM: 345 RECORD TYPES: | TO+10 | TO+10 | | N | N | N | | |
| /STM/005/ | O004. | DAILY ASSIGNMENT OF WORK CREWS RECORD TYPES: Legal | TO+1 | TO+10 | | N | N | N | | |
| /STM/005/ | O005. | DAILY CORRESPONDENCE CARDING SHEETS RECORD TYPES: | AR+2 | AR+2 | | N | N | N | | |
| /STM/005/ | O006. | CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: | AR+2 | AR+2 | | N | N | N | | |

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| /STM/020/ | O | ORIGINAL RECORDS | | | | | | | | | | | |
| /STM/020/ | O001. | BUREAU OF STREET MAINTENANCE REQUEST FOR TRANSFER (PS 12) FORM: PS 12 RECORD TYPES: | TO+10 | TO+10 | | N | N | N | | | | | |
| /STM/020/ | O002. | DISCIPLINARY ACTIONS RECORD TYPES: A-DISCIPLINARY INVESTIGATION PACKAGE | TO+1 | TO+10 | | N | N | N | | | | | |
| /STM/020/ | O003. | ORGANIZATION CHARTS RECORD TYPES: | TO+4 | TO+10 | | N | N | N | | | | | |

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| /STM/099/ | O | ORIGINAL RECORDS | | | | | | | |
| /STM/099/ | O001. | BOARD REPORTS (WORK ORDERS-GENERAL MAINTENANCE) RECORD TYPES: A-DETAIL-WORK ORDER SUMMARY SHEET | TO+2 | TO+2 | | N | N | N | |
| /STM/099/ | O002. | CORRESPONDENCE FILES RECORD TYPES: | CL+2 | CL+2 | | N | N | N | |
| /STM/099/ | O003. | DEPT. OF TRAFFIC, CITY OF LOS ANGELES (STREET POSTING) RECORD TYPES: | CL+2 | CL+2 | | N | N | N | |
| /STM/099/ | O004. | PEDESTRIAN SIDEWALKS, VEHICULAR TUNNELS, PUBLIC STAIRWAYS... RECORD TYPES: | PE | PE | | N | N | N | |
| /STM/099/ | O005. | PROPOSED PROJECTS (MONTHLY LINEUP) RECORD TYPES: | TO+2 | TO+2 | | N | N | N | |
| /STM/099/ | O006. | SUBJECT FILES RECORD TYPES: | AR+2 | AR+2 | | N | N | N | |

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| | | | Office | Total | Code | V | H | C | L | | |
| /STM/099/ | O007. | TRACK REMOVAL CARDS RECORD TYPES: | PE | PE | | | | N | N | N | |
| /STM/099/ | O008. | WORK ORDERS (853-A) (PER BRENDA TUCKER, SCHED ITEM #8 IS ORIG (NOT DUP) RECORD; REC SERIES IN VARIED...) FORM: 853-A RECORD TYPES: A-BOARD OF P.W. LETTER OF CONSTRUCTION B-BOARD REPORT C-CITY ATTORNEY LETTER OF OPINION D-CORRESPONDENCE E-ESTIMATE FOR WORK ORDER-1109 F-LARGE BITUMINOUS REPAIR DISTRICT COST AND SQUARE FEET RECAP. G-MAPS H-NOTICE OF PROPOSED IMPROVEMENTS (FIRST NOTICE)-SM-452 I-PHOTOGRAPHS J-REQUEST FOR GRADES AND PLANS-1179 K-SPECIAL ORDER LETTER FROM ENGINEERING L-UTILITY NOTIFICATION SHEET | CL+10 | CL+10 | | | | N | N | N | |
| /STM/099/ | O009. | WORK ORDER CLOSING MEMORANDUMS RECORD TYPES: | TO+5 | TO+5 | | | | N | N | N | |
| /STM/099/ | O010. | WORK ORDER NUMBER CARDS RECORD TYPES: | AR+2 | AR+2 | | | | N | N | N | |

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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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: SMD-NORTH CENTRAL AREA
/STM/114/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 V H C L | | | |
|---------------|-----------------------|--|-------------------------|-------|-----------------|------------------------|---|---|--|
| /STM/114/ | O | ORIGINAL RECORDS | | | | | | | |
| /STM/114/ | O001. | APPLICATION FOR GENERAL DEPOSIT EXCAVATION PERMIT (ENG 3.654) FORM: ENG 3.654 RECORD TYPES: | TO+6 | TO+10 | | N | N | N | |
| /STM/114/ | O002. | TRENCH RESURFACING PERMITS (86A) FORM: 86A RECORD TYPES: | TO+6 | TO+10 | | N | N | N | |

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: SMD-BAY HARBOR AREA
/STM/115/ PUBLIC WORKS/BUREAU OF STREET SERVICES

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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|---------------|-----------------------|--|-------------------------|------|-----------------|------------------------|---|---|
| /STM/115/ | 0 | ORIGINAL RECORDS | | | | | | |
| /STM/115/ | 0001. | TRENCH RESURFACING REQUESTS 1964 TO 1978 (GAS, WATER... RECORD TYPES: | CL+2 | CL+2 | | N | N | N |

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City of Los Angeles
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Original Records

Records of: SMD-EAST VALLEY/MTN
/STM/211/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 | | | | |
| /STM/211/ | O | ORIGINAL RECORDS | | | | | | | | | | |
| /STM/211/ | O001. | APPLICATION FOR GENERAL DEPOSIT EXCAVATION PERMIT (ENG 3.654) FORM: ENG 3.654 RECORD TYPES: | TO+2 | TO+10 | N | N | N | | | | | |
| /STM/211/ | O002. | APP/PERMIT FOR SEWER OR STORM DRAIN CONN. OR RECORD ... (ENG 3.662) FORM: ENG 3.662 RECORD TYPES: | TO+3 | TO+10 | N | N | N | | | | | |
| /STM/211/ | O003. | PROTECTIVE RAILING REPORT (FORM 768) FORM: FORM 768 RECORD TYPES: | TO+5 | TO+10 | N | N | N | | | | | |
| /STM/211/ | O004. | RECORD OF EMERGENCY SERVICE (FORM 1004) FORM: FORM 1004 RECORD TYPES: | TO+5 | TO+10 | N | N | N | | | | | |
| /STM/211/ | O005. | TRENCH RESURFACING REQUEST (FORM 86A) FORM: FORM 86A RECORD TYPES: | TO+2 | TO+10 | N | N | N | | | | | |
| /STM/211/ | O006. | TRENCH RESURFACING REQUEST (P-5226-LA) FORM: P-5226-LA RECORD TYPES: | TO+2 | TO+10 | N | N | N | | | | | |

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Records of: SMD-EAST VALLEY/MTN
/STM/211/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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

| | | | | | | | | |
|-----------|-------|---|------|-------|---|---|---|---|
| /STM/211/ | O007. | TRENCH RESURFACING REQUEST (SCG 2864AP) FORM: SCG 2864AP RECORD TYPES: | TO+2 | TO+10 | N | 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: SMD-WEST VALLEY/MTN
/STM/212/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 | |
| /STM/212/ | O | ORIGINAL RECORDS | | | | | | | | |
| /STM/212/ | O001. | APPLICATION FOR GENERAL DEPOSIT EXCAVATION PERMIT (ENG 3.654) FORM: ENG 3.654 RECORD TYPES: | TO+2 | TO+10 | | N | N | N | | |
| /STM/212/ | O002. | APP/PERMIT FOR SEWER OR STORM DRAIN CONN. OR RECORD... (ENG 3.662) FORM: ENG 3.662 RECORD TYPES: | TO+3 | TO+10 | | N | N | N | | |
| /STM/212/ | O003. | CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: | AR+2 | AR+2 | | N | N | N | | |
| /STM/212/ | O004. | TRENCH RESURFACING REQUEST (FORM 86A) FORM: FORM 86A RECORD TYPES: | TO+2 | TO+10 | | N | N | N | | |
| /STM/212/ | O005. | TRENCH RESURFACING REQUEST (P-526-LA) FORM: P-526-LA RECORD TYPES: | TO+2 | TO+10 | | N | N | N | | |
| /STM/212/ | O006. | TRENCH RESURFACING REQUEST (SCG 2864AP) FORM: SCG 2864AP RECORD TYPES: | TO+2 | TO+10 | | N | N | N | | |

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Records of: SMD-WEST VALLEY/MTN

/STM/212/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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| Sched. No. | Sched. Item No. | Record Title (Description / Sub Categories / Remarks) | -- Retention (YEARS) --Media | | | Record Type | | | |
|---------------|-----------------------|--|------------------------------|-------|------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |

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

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Original Records

Records of: STAFF ENGINEER - FACILITIES MAINTENANCE
/STM/301/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 | | | | |
| /STM/301/ | 0 | ORIGINAL RECORDS | | | | | | | | | | | |
| /STM/301/ | 0001. | CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: | AR+2 | AR+2 | | N | N | N | | | | | |

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: STREET USE INSPECTION DIVISION
/STM/400/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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|------------|-----------------|---|-------------------------|-------|-------|-------------|---|---|---|--|
| | | | Office | Total | Code | V | H | C | L | |
| /STM/400/ | O | ORIGINAL RECORDS | | | | | | | | |
| /STM/400/ | O001. | ANNUAL OVERLOAD LOG RECORD TYPES: | CL+2 | CL+2 | | N | N | N | | |
| /STM/400/ | O002. | APP - PERMIT (DISCHARGE OF EXCESS WATER INTO PUBLIC STREET) RECORD TYPES: | TO+2 | TO+2 | | N | N | N | | |
| /STM/400/ | O003. | APPLICATION FOR ANNUAL OVERLOAD PERMIT (958F) FORM: 958F RECORD TYPES: A-OVERLOAD PERMIT-958 B-TRANSPORTATION PERMIT | TO+2 | TO+2 | | N | N | N | | |
| /STM/400/ | O004. | APP FOR PERMIT TO HAUL COMBUSTIBLE RUBBISH & MARKET WASTE (787) FORM: 787 RECORD TYPES: | TO+2 | TO+2 | | N | N | N | | |
| /STM/400/ | O005. | APP FOR PERMIT TO INSTALL BENCH ON PUBLIC STREET (929-D) FORM: 929-D RECORD TYPES: | TO+2 | TO+2 | | N | N | N | | |
| /STM/400/ | O006. | APP FOR PERMIT TO INSTALL AND MAINTAIN STREET BANNERS... (959-A) FORM: 959-A RECORD TYPES: | TO+2 | TO+2 | | N | N | N | | |

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|---|-----------------|--|-------------------------|-------|-------|-------------|---|---|---|--|
| | | | Office | Total | Code | V | H | C | L | |
| A-PROPOSED LOCATIONS FOR INSTALLATIONS OF BANNERS | | | | | | | | | | |
| /STM/400/ | O007. | APPLICATION FOR RENEWAL OF BENCH PERMITS (930-B) FORM: 930-B RECORD TYPES: A-SUPPLEMENTS-930-C | TO+2 | TO+2 | | N | N | N | | |
| /STM/400/ | O008. | APP TO MAINTAIN BLDG MATERIALS IN STREET (BLDG MAT'L PRMTS) (117) FORM: 117 RECORD TYPES: | CL+2 | CL+2 | | N | N | N | | |
| /STM/400/ | O009. | ASSESSMENT ROLL (814A) FORM: 814A RECORD TYPES: | TO+10 | TO+10 | | N | N | N | | |
| /STM/400/ | O010. | BENCH LOCATION PERMIT (1254) FORM: 1254 RECORD TYPES: A-CORRESPONDENCE | SU+2 | SU+2 | | N | N | N | | |
| /STM/400/ | O011. | BENCH LOCATION RECORD (BSM 1145) FORM: BSM 1145 RECORD TYPES: | SU+2 | SU+2 | | N | N | N | | |
| /STM/400/ | O012. | BOARD REPORTS (REQUESTS TO OPERATE TRANSFER STATIONS ...) RECORD TYPES: A-CORRESPONDENCE | TO+2 | TO+2 | | N | N | N | | |

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|------------|-----------------|---|-------------------------|-------|-------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /STM/400/ | O013. | CITATION (INSPECTION) (398) FORM: 398 RECORD TYPES: | CL+2 | CL+2 | | N | N | N | |
| /STM/400/ | O014. | COMPLAINT AND VIOLATION RECORD (4-D) FORM: 4-D RECORD TYPES: Legal | TO+10 | TO+10 | | N | N | N | |
| /STM/400/ | O015. | CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: | AR+2 | AR+2 | | N | N | N | |
| /STM/400/ | O016. | DAILY HOUSEMOVING RECORD (818) FORM: 818 RECORD TYPES: Legal | TO+10 | TO+10 | | N | N | N | |
| /STM/400/ | O017. | ENGINEERING/JOINT BOARD REPORTS (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS...) RECORD TYPES: A-COMMUNICATIONS REFERRAL SLIP-PW 1148 B-CORRESPONDENCE C-PHOTOS | TO+5 | TO+10 | | N | N | N | |
| /STM/400/ | O018. | FIELD EQUIPMENT ASSIGNMENT RECORD TYPES: | TE+2 | TE+2 | | N | N | N | |
| /STM/400/ | O019. | HOME/MORE PROGRAMS | TE+10 | TE+10 | | N | N | N | |

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|------------|-----------------|---|-------------------------|-------|-------|-------------|---|---|---|--|
| | | | Office | Total | Code | V | H | C | L | |
| | | (USED IN LAWSUITS AND/OR FOR AUDIT PURPOSES) RECORD TYPES: Legal A-CORRESPONDENCE B-COST ESTIMATING GUIDE C-IMPROVEMENT ALLOCATIONS D-STATUS REPORTS | | | | | | | | |
| /STM/400/ | O020. | HOUSEMOVE - INSPECTORS TIME RECORD CARD (150) FORM: 150 RECORD TYPES: | TO+2 | TO+2 | | N | N | N | | |
| /STM/400/ | O021. | HOUSEMOVING & OVERLOAD INSPECTION TIME (REC SERIES HAS VARIED MEDIA FORMAT, IE., BOOKS) RECORD TYPES: Legal A-CORRESPONDENCE B-HOUSEMOVING LOG BOOK C-INSPECTION SLIP D-OVERLOAD PERMIT-958 E-PERMIT TO MOVE HOUSE/BUILDING-1310 | TO+5 | TO+10 | | N | N | N | | |
| /STM/400/ | O022. | INSPECTOR'S FOLDERS RECORD TYPES: A-AUTO INDEMNITY (INSURANCE)-GEN. 69 B-MILEAGE EMPLOYEES INFORMATION RECORD-1395 C-MILEAGE ENDORSEMENT FORMS | TE+2 | TE+2 | | N | N | N | | |
| /STM/400/ | O023. | INSURANCE FOLDERS RECORD TYPES: A-AIRCRAFT LIABILITY-GEN. 141 B-AUTOMOBILE LIABILITY-GEN. 134 C-CERTIFICATE OF INSURANCE D-EXCESS UMBRELLA LIABILITY-GEN. 136 E-GENERAL LIABILITY-GEN. 135 F-INSURANCE REQUIREMENTS-GEN. 146 | EX+2 | | | N | N | N | | |
| /STM/400/ | O024. | F-INSURANCE REQUIREMENTS-GEN. 146 LETTERS OF OBJECTION (BENCH PLACEMENT) RECORD TYPES: | TO+2 | TO+2 | | N | N | N | | |

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|------------|-----------------|--|------------------------------|-------|------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /STM/400/ | O025. | MEMORANDUMS FOR CITY DO (1911 ACT) RECORD TYPES: | AR+2 | AR+2 | | N | N | N | |
| /STM/400/ | O026. | NOTICE OF VIOLATION OF ORDINANCE (CAN NOTICES) (COMPLIED) (1198) FORM: 1198 RECORD TYPES: | CL+2 | CL+2 | | N | N | N | |
| /STM/400/ | O027. | NOTICE TO ABATE NUISANCE OR CORRECT VIOLATION... (1065) FORM: 1065 RECORD TYPES: | CL+2 | CL+2 | | N | N | N | |
| /STM/400/ | O028. | NOTICE TO CONSTRUCT SIDEWALK, CURB, DRIVEWAY, GUTTER... (1311) (REC SERIES HAS VARIED MEDIA FORMAT, IE., BOOKS; PHOTOS; MAPS) FORM: 1311 RECORD TYPES: A-CORRESPONDENCE B-LOG BOOKS (CHAPTER 27) C-MAPS D-PHOTOGRAPHS | CL+2 | CL+2 | | N | N | N | |
| /STM/400/ | O029. | NOTICE TO REPAIR AND/OR REMOVE (62.104 AND CHAPTER 22) (477 & 477B) (REC SERIES HAS VARIED MEDIA FORMAT, IE., MAP, BOOKS, PH) FORM: 477 & 477B RECORD TYPES: Legal A-AUTHORIZATION FOR ADDITIONAL WORK (CHAPTER 22)-1340 B-CONCRETE REPAIR SERVICE REQUEST-477A C-CORRESPONDENCE AND PHOTOGRAPHS D-LOG BOOKS - CHAPTER 22 E-LOG BOOKS - 62.104 F-1911 ACT - WORK SUMMARY SHEET | TO+10 | TO+10 | | N | N | N | |

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

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/STM/400/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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|------------|-----------------|---|-------------------------|-------|-------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /STM/400/ | O030. | F-1911 ACT - WORK SUMMARY SHEET ORDINANCE NOS. 148,167 AND 151,428 (EXPORT/IMPORT OF EARTH) (REC SERIES HAS VARIED MEDIA FORMAT, IE., MAP) RECORD TYPES: Legal A-CORRESPONDENCE B-MAP C-PROPOSED HAUL ROUTE | TO+10 | TO+10 | | N | N | N | |
| /STM/400/ | O031. | OVERLOAD INSURANCE CARD RECORD TYPES: | EX+2 | | | N | N | N | |
| /STM/400/ | O032. | PERMIT TO ERECT AND MAINTAIN CANOPY (990) FORM: 990 RECORD TYPES: A-APP TO INSTALL CANOPY OVER STREET OR SIDEWALK-990A B-APPLICATION TO RENEW CANOPY PERMIT-991A | EX+2 | | | N | N | N | |
| /STM/400/ | O033. | PERMIT TO INSTALL A BENCH ON THE STREET (929-C) FORM: 929-C RECORD TYPES: | CL+2 | CL+2 | | N | N | N | |
| /STM/400/ | O034. | PERMIT TO MAINTAIN MATERIALS OR EQUIPMENT IN THE STREET (266) FORM: 266 RECORD TYPES: | CL+2 | CL+2 | | N | N | N | |
| /STM/400/ | O035. | PERMIT TO MOVE HOUSE/BUILDING RECORD TYPES: | TO+2 | TO+2 | | N | N | N | |
| /STM/400/ | O036. | REPORT OF OVERTIME WORKED | TO+5 | TO+5 | | N | N | N | |

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|---------------|-----------------|---|-------------------------|-------|-------|---|---|-------------|---|--|
| | | | Office | Total | Code | V | H | C | L | |
| RECORD TYPES: | | | | | | | | | | |
| /STM/400/ | O037. | RUBBISH HAULERS RECORD CARD (1017) FORM: 1017 RECORD TYPES: | TE+2 | TE+2 | | | N | N | N | |
| /STM/400/ | O038. | SIDEWALK CLEANING AND MAINTENANCE RECORD TYPES: A-NIGHT CLEANING B-SIDEWALK CLEANING DISTRICTS C-SIDEWALK MAINTENANCE DISTRICTS | TO+2 | TO+2 | | | N | N | N | |
| /STM/400/ | O039. | STREET CLOSURE AND SELLING ACTIVITY RECORD TYPES: A-TYPE OF STREET CLOSURE | TO+2 | TO+2 | | | N | N | N | |
| /STM/400/ | O040. | ST. MAINTENANCE & OTHER JOINT BOARD REPORTS (NON CITY ENG) (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS) RECORD TYPES: A-COMMUNICATION REFERRAL SLIP-PW 1148 B-CORRESPONDENCE C-LOCATION FILES D-PHOTOS E-STREET CLOSURES | TO+5 | TO+10 | | | N | N | N | |
| /STM/400/ | O041. | STREET NAME WALKED - LOCATION (ROUTINE INSPECTION CARDS) RECORD TYPES: Legal | TO+10 | TO+10 | | | N | N | N | |
| /STM/400/ | O042. | TIMEKEEPING RECORDS (REC SERIES HAS VARIED MEDIA FORMAT, IE., BOOKS) RECORD TYPES: A-DAILY TIME SHEETS-5051 | TO+2 | TO+2 | | | N | N | N | |

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|------------|-----------------|---|-------------------------|-------|------|-------|---|---|-------------|--|--|
| | | | Office | Total | Code | V | H | C | L | | |
| | | B-OVERTIME FOR HOUSEMOVING C-SICK LEAVE RECORD D-TIMEKEEPING BOOKS-GEN 68 E-TIME OFF/COMPENSATION REQUEST F-WEEKLY ACTIVITY SUMMARY REPORT-5053 G-WEEKLY TIME SHEET | | | | | | | | | |
| /STM/400/ | O043. | F-WEEKLY ACTIVITY SUMMARY REPORT-5053 FIELD INSPECTION REPORT (FIR - 1911 ACT) (478) (REC SERIES HAS VARIED MEDIA FORMAT, IE., PHOTOS) FORM: 478 RECORD TYPES: Legal A-CORRESPONDENCE B-PHOTOGRAPHS | TO+10 | TO+10 | | N | N | N | | | |
| /STM/400/ | O044. | APPLICATION TO OPERATE A NEWSSTAND RECORD TYPES: A-PERMIT TO MAINTAIN A NEWSSTAND ON THE PUBLIC SIDEWALK | TO+10 | TO+10 | | N | N | N | | | |
| /STM/400/ | O045. | CURB RETURN REPAIR (1350C) FORM: 1350C RECORD TYPES: | CL+2 | CL+2 | | N | N | N | | | |
| /STM/400/ | O046. | FEES (MONTHLY REPORT) RECORD TYPES: | TO+10 | TO+10 | | N | N | N | | | |
| /STM/400/ | O047. | MONTHLY REPORT INSPECTION CHARGES (OVERLOAD/HOUSE MOVING) (560) FORM: 560 RECORD TYPES: | CL+2 | CL+2 | | N | N | N | | | |

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| /STM/400/ | O048. | PERMIT FOR HOUSE NUMBER ON CURBS RECORD TYPES: | CL+2 | CL+2 | | N | N | N | |
| /STM/400/ | O049. | PERMIT TO INSTALL TRANSIT SHELTER ON STREET (890) FORM: 890 RECORD TYPES: Legal | TO+10 | TO+10 | | N | N | N | |
| /STM/400/ | O050. | CASH RECEIPT (511-C) FORM: 511-C RECORD TYPES: | TO+2 | TO+5 | | N | N | N | |
| /STM/400/ | O051. | UTILITY EXCAVATION PERMITS RECORD TYPES: | TO+5 | TO+10 | | N | N | N | |

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/STM/403/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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|------------|-----------------|--|-------------------------|-------|---------------------|---|---|---|---|--|--|
| | | | Office | Total | Code | V | H | C | L | | |
| /STM/403/ | O | ORIGINAL RECORDS | | | | | | | | | |
| /STM/403/ | O001. | ANNUAL NOTICES - RETURNED (1399) FORM: 1399 RECORD TYPES: | TO+10 | TO+10 | | | N | N | N | | |
| /STM/403/ | O002. | ASSESSMENT ROLL (SMT 0005) FORM: SMT 0005 RECORD TYPES: | TO+10 | TO+10 | | | N | N | N | | |
| /STM/403/ | O003. | AUTHORIZATION SHEETS (LC9) FORM: LC9 RECORD TYPES: | TO+10 | TO+10 | | | N | N | N | | |
| /STM/403/ | O004. | BASIC FILE - LOT CLEANING RECORD TYPES: | TO+10 | TO+10 | | | N | N | N | | |
| /STM/403/ | O005. | CORRESPONDENCE RECORD TYPES: | TO+5 | TO+5 | | | N | N | N | | |
| /STM/403/ | O006. | COURTESY NOTICES-RETURNED (1409) FORM: 1409 RECORD TYPES: | TO+10 | TO+10 | | | N | N | N | | |

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| | | | Office | Total | V | H | C | L | | |
| /STM/403/ | O007. | DUMP SLIPS (BKK 6082) FORM: BKK 6082 RECORD TYPES: | TO+10 | TO+10 | N | N | N | | | |
| /STM/403/ | O008. | FIRE NOTICES RECORD TYPES: A-BRUSH B-WEED | TO+10 | TO+10 | N | N | N | | | |
| /STM/403/ | O009. | HEALTH NOTICES 76R240H RECORD TYPES: | TO+10 | TO+10 | N | N | N | | | |
| /STM/403/ | O010. | PHOTOGRAPHS (VACANT LOTS) RECORD TYPES: | TO+10 | TO+10 | N | N | N | | | |
| /STM/403/ | O011. | PRODUCTION REPORT - LOT CLEANING DIV. RECORD TYPES: | TO+5 | TO+5 | N | N | N | | | |
| /STM/403/ | O012. | ROUTE SHEETS (600) FORM: 600 RECORD TYPES: | TO+10 | TO+10 | N | N | N | | | |

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|---------------|-----------------------|--|-------------------------|-------|-------|-------------|---|---|---|--|
| | | | Office | Total | Code | V | H | C | L | |
| /STM/403/ | O013. | TAX COMPLAINTS FILES RECORD TYPES: | TO+10 | TO+10 | | N | N | N | | |

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/STM/404/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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| | | | Office | Total | Code | V | H | C | L | |
| /STM/404/ | O | ORIGINAL RECORDS | | | | | | | | |
| /STM/404/ | O001. | BOARD FILES (USED IN LAWSUITS; REC SERIES IN VARIED MEDIA, IE., PHOTOS) RECORD TYPES: Legal A-CORRESPONDENCE B-PHOTOGRAPHS | TO+5 | TO+10 | | N | N | N | | |
| /STM/404/ | O002. | CARD FILES (CONTINUOUS REFERRALS) RECORD TYPES: A-MASTER TREE PLAN-1321 B-PALM TREE TRIMMING C-PUBLIC UTILITY BILLING D-SUBDIVISION E-TREE REMOVAL F-TREE PLANTING | PE | PE | | N | N | N | | |
| /STM/404/ | O003. | F-TREE PLANTING CARDING SHEETS (CORRESPONDENCE RECORD SHEET) RECORD TYPES: | CL+2 | CL+2 | | N | N | N | | |
| /STM/404/ | O004. | CONTRACTS (REFERENCE AND LAWSUITS) RECORD TYPES: Legal A-BROADLEAF TREE TRIMMING B-LANDSCAPE MAINTENANCE C-PALM TREE TRIMMING | PE | PE | | N | N | N | | |
| /STM/404/ | O005. | CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: | AR+2 | AR+2 | | N | N | N | | |

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|------------|-----------------|---|-------------------------|-------|-------|---|---|-------------|---|---|
| | | | Office | Total | Code | V | H | C | L | |
| /STM/404/ | O006. | DAMAGE CLAIM AND CITY ATTORNEY FILES (REC SERIES IN VARIED MEDIA, IE., MAPS, PHOTOS...) RECORD TYPES: A-CITY ATTORNEY LETTER REQUEST B-CLAIMANT INSURANCE CO., INFO., REQUEST C-CLAIM FOR DAMAGES-CONT. 100A D-DR - LAPD E-EMERGENCY SERVICE REPORT-1302 F-INTERROGATORY G-MAP H-NOTICE TO PRODUCE I-PHOTOGRAPHS J-SERVICE AND/OR INVESTIGATION REQUEST-345 K-SERVICE REQUEST-1290 L-SUBPOENA M-SUPERIOR COURT CASE TRANSCRIPT | CL+10 | CL+10 | | | | N | N | N |
| /STM/404/ | O007. | EMERGENCY SERVICE REPORT (1302) FORM: 1302 RECORD TYPES: | CL+2 | CL+10 | | | | N | N | N |
| /STM/404/ | O008. | LANDSCAPE MAINTENANCE FILE RECORD TYPES: | CL | CL+5 | | | | N | N | N |
| /STM/404/ | O009. | MILEAGE TRUCK FORM RECORD TYPES: | AR+2 | AR+2 | | | | N | N | N |
| /STM/404/ | O010. | PERMIT TO PLANT - TRIM STREET TREES (1286) (USED IN LAWSUITS) FORM: 1286 RECORD TYPES: Legal | TO+10 | TO+10 | | | | N | N | N |

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| | | | Office | Total | Code | V | H | C | L |
| /STM/404/ | O011. | PERMIT TO REMOVE TREES AND REPLANT (1285) (USED IN LAWSUITS) FORM: 1285 RECORD TYPES: Legal | TO+10 | TO+10 | | N | N | N | |
| /STM/404/ | O012. | PHOTOGRAPHS (USED IN LAWSUITS) RECORD TYPES: Legal | TO+10 | TO+10 | | N | N | N | |
| /STM/404/ | O013. | STREET TREE FILE RECORD TYPES: A-BOARD REPORT B-CORRESPONDENCE C-CORRESPONDENCE ANSWER FORM | CL+5 | CL+10 | | N | N | N | |
| /STM/404/ | O014. | STREET TREE NOTICE (1287) (USED IN LAWSUITS) FORM: 1287 RECORD TYPES: Legal | TO+10 | TO+10 | | N | N | N | |
| /STM/404/ | O015. | TIME OFF/COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68 RECORD TYPES: | TO+2 | TO+2 | | N | N | N | |

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/STM/990/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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| | | | Office | Total | | | | V | H | C | L | | | |
| /STM/990/ | O | ORIGINAL RECORDS | | | | | | | | | | | | |
| /STM/990/ | O001. | CORRESPONDENCE FILE (LETTERS/MEMOS) RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | | | | |
| /STM/990/ | O002. | EMERGENCY SERVICE REQUEST (4-A) FORM: 4-A RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | | | | |
| /STM/990/ | O003. | CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: | AR+2 | AR+2 | | | | N | N | N | | | | |
| /STM/990/ | O004. | SERVICE REQUEST MEMORANDUM (915) FORM: 915 RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | | | | |
| /STM/990/ | O005. | ACTIVITY OF CONTRACT TRUCKS (LABOR RECORD) RECORD TYPES: | TO+5 | TO+10 | | | | N | N | N | | | | |
| /STM/990/ | O006. | CONTRACT TRUCK OWNER FOLDER RECORD TYPES: | CL | CL+5 | | | | N | N | N | | | | |

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

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Records of: SMD ADMINISTRATION
/STM/990/ PUBLIC WORKS/BUREAU OF STREET SERVICES

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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|------------|-----------------|---|-------------------------|-------|-------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /STM/990/ | O007. | MISCELLANEOUS SUB-ACTIVITIES (475) FORM: 475 RECORD TYPES: | TO+2 | TO+2 | | N | N | N | |
| /STM/990/ | O008. | PERSONNEL ACCIDENT FOLDER RECORD TYPES: | TE | TE+80 | | N | N | N | |
| /STM/990/ | O009. | WEEKLY ACTIVITY REPORT RECORD TYPES: | TO+2 | TO+2 | | N | N | N | |
| /STM/990/ | O010. | ACCIDENT PANEL MEMORANDA RECORD TYPES: | TO+2 | TO+2 | | N | N | N | |
| /STM/990/ | O011. | ACCIDENT REPORT LOG RECORD TYPES: | TO+5 | TO+5 | | N | N | N | |
| /STM/990/ | O012. | ADJUSTMENT LETTERS FOR CONTRACT TRUCKS (REC SERIES DELETED PER APPROVED 2/88 REV'N: SEE ITEM #14) RECORD TYPES: | TO+5 | TO+5 | | N | N | N | |

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Original Records

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/STM/990/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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|------------|-----------------|--|-------------------------|-------|-------|-------------|---|---|---|
| | | | Office | Total | Code | V | H | C | L |
| /STM/990/ | O013. | DAILY REPORTS FOR CONTRACT TRUCK (YELLOW TICKETS"")" (REC SERIES DELETED PER APPROVED 2/88 REV'N: SEE ITEM #19) RECORD TYPES: | TO+2 | TO+10 | | N | N | N | |
| /STM/990/ | O014. | ADJUSTMENT LETTERS FOR CONTRACT TRUCKS RECORD TYPES: | TO+2 | TO+2 | | N | N | N | |
| /STM/990/ | O015. | CONCRETE MAINTENANCE (248) FORM: 248 RECORD TYPES: | TO+10 | TO+10 | | N | N | N | |
| /STM/990/ | O016. | CONCRETE REPAIR (477A) FORM: 477A RECORD TYPES: | TO+10 | TO+10 | | N | N | N | |
| /STM/990/ | O017. | CRACK SEALING (1406) FORM: 1406 RECORD TYPES: | TO+10 | TO+10 | | N | N | N | |
| /STM/990/ | O018. | DAILY DUMP TRUCK REPORT RECORD TYPES: | TO+10 | TO+10 | | N | N | N | |
| /STM/990/ | O019. | DAILY REPORTS FOR CONTRACT TRUCK (YELLOW TICKETS"")" RECORD TYPES: | TO+5 | TO+5 | | N | N | N | |

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/STM/990/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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|---------------|-----------------|---|-------------------------|-------|-------|---|---|-------------|---|---|--|
| | | | Office | Total | Code | V | H | C | L | | |
| RECORD TYPES: | | | | | | | | | | | |
| /STM/990/ | O020. | DAILY TRUCK REPORT (1401) FORM: 1401 RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | |
| /STM/990/ | O021. | LARGE BITUMINOUS REPAIRS (242A) FORM: 242A RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | |
| /STM/990/ | O022. | LARGE BITUMINOUS REPAIRS (242R8) FORM: 242R8 RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | |
| /STM/990/ | O023. | LARGE TRENCH REPLACING (246) FORM: 246 RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | |
| /STM/990/ | O024. | MACHINE PAVING (950) FORM: 950 RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | |
| /STM/990/ | O025. | SHORT TRENCH REPLACEMENT (240) FORM: 240 RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | |

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| | | | Office | Total | | | | V | H | C | L | | |
| /STM/990/ | O026. | SHORT TRENCH REPLACEMENT (1402) FORM: 1402 RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | | | |
| /STM/990/ | O027. | SMALL BITUMINOUS REPAIRS (241) FORM: 241 RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | | | |
| /STM/990/ | O028. | SMALL BITUMINOUS REPAIRS (1403) FORM: 1403 RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | | | |
| /STM/990/ | O029. | SPOT CLEANING AND PICKUP (243) FORM: 243 RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | | | |
| /STM/990/ | O030. | SPOT CLEANING AND PICKUP (1405) FORM: 1405 RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | | | |
| /STM/990/ | O031. | STORM/DISASTER RECORD TYPES: | TO+10 | TO+10 | | | | N | N | N | | | |

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| | | | Office | Total | Code | V | H | C | L |
| /STM/990/ | O032. | WORKSHEETS RECORD TYPES: | TO+10 | TO+10 | | N | N | N | |
| /STM/990/ | O033. | TRUCK, DUMP (CARDS) (GLOBE 4518) FORM: GLOBE 4518 RECORD TYPES: | TO+5 | TO+5 | | N | N | N | |

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|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|
| /STM/002/ | D | DUPLICATE RECORD SERIES | | | |
| /STM/002/ | D001. | ANNUAL REPORTS (BOARD OF PUBLIC WORKS) RECORD TYPES: | AR+2 | | N N N |
| /STM/002/ | D002. | AUTHORIZATION FOR EXPENDITURES (AFE) (40) (CONTROLLER'S OFFICE) FORM: 40 RECORD TYPES: | TO+2 | | N N N |
| /STM/002/ | D003. | BUR OF FLEET SERVICES MASTER INVENTORY LISTING... (DEPARTMENT OF TRANSPORTATION) RECORD TYPES: | TO+2 | | N N N |
| /STM/002/ | D004. | CONTRACTS - VENDORS' (INDIVIDUAL) (PURCHASING-DEPT OF GEN. SERVICES) RECORD TYPES: | TE+3 | | N N N |
| /STM/002/ | D005. | DUMP TICKETS AND INVOICES (LOS ANGELES COUNTY & PRIVATE) RECORD TYPES: | TO+2 | | N N N |
| /STM/002/ | D006. | EMPLOYEES REPORT OF OCCUPATIONAL INJURY (166) (PERSONNEL DEPARTMENT) FORM: 166 RECORD TYPES: | TO+5 | | N N N |

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|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| /STM/002/ | D007. | ENCUMBRANCE ADJUSTMENT (36) (CONTROLLER'S OFFICE) FORM: 36 RECORD TYPES: | TO+8 | | N N N |
| /STM/002/ | D008. | FUND TRANSFER/APPROPRIATION MEMO REQUEST FOR ADJUSTMENT... (105) (PW BUREAU OF ACCOUNTING) FORM: 105 RECORD TYPES: | TO+8 | | N N N |
| /STM/002/ | D009. | INTERDEPARTMENTAL SUB-ORDER PUBL'NS, BULLETINS, & NOTICES (34-A) (PW BUREAU OF ACCOUNTING) FORM: 34-A RECORD TYPES: | TO+2 | | N N N |
| /STM/002/ | D010. | INTER AND INTRA DEPARTMENTAL MANUALS,... (ORIGINATING OFFICE) RECORD TYPES: | SU | | N N N |
| /STM/002/ | D011. | INVOICES - VENDORS' (PW BUREAU OF ACCOUNTING) RECORD TYPES: | TO+2 | | N N N |
| /STM/002/ | D012. | LONG TRENCH PERMITS OVER 30 DAYS OLD (STREET MAINTENANCE DIVISION) RECORD TYPES: | TO+2 | | N N N |

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/STM/002/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|---|---|--|
| /STM/002/ | D013. | PAYROLL/PERSONNEL CHANGE DOCUMENTS (41) (PERSONNEL DEPARTMENT) FORM: 41 RECORD TYPES: | TO+5 | | N | N | N | |
| /STM/002/ | D014. | PAYROLL/REIMBURSEMENT REGISTER (41) (CONTROLLER'S OFFICE) FORM: 41 RECORD TYPES: | TO+5 | | N | N | N | |
| /STM/002/ | D015. | PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (ORIGINATING OFFICE) RECORD TYPES: | AR | | N | N | N | |
| /STM/002/ | D016. | PURCHASE ORDER (GS/S-2) (DEPARTMENT OF GENERAL SERVICES) FORM: GS/S-2 RECORD TYPES: | TO+3 | | N | N | N | |
| /STM/002/ | D017. | PURCHASE REQUISITION (GS/SIA) (DEPARTMENT OF GENERAL SERVICES) FORM: GS/SIA RECORD TYPES: | TO+3 | | N | N | N | |
| /STM/002/ | D018. | REQUEST FOR ANNUAL PURCHASE AGREEMENT (DS-1B) (DEPARTMENT OF GENERAL SERVICES) FORM: DS-1B RECORD TYPES: A-CONTRACT B-CORRESPONDENCE C-INDEX | TE+3 | | N | N | N | |
| /STM/002/ | D019. | REQUEST TO ENCUMBER FUNDS - ENCUMBRANCE SCHEDULE ... (106-6-75) | TO+3 | | N | N | N | |

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| | | (PUB. WORKS/BUREAU OF ACCOUNTING) FORM: 106-6-75 RECORD TYPES: A-CONTRACT | | | |
| /STM/002/ | D020. | STATEMENT OF CONDITION OF APPROPRIATION UNENCUMBERED... (CONTROLLER'S OFFICE) RECORD TYPES: | TO+2 | N | N N |
| /STM/002/ | D021. | STATEMENT OF CONDITION OF APPROPRIATION (DATA RUN) (CONTROLLER'S OFFICE) RECORD TYPES: | TO+2 | N | N N |
| /STM/002/ | D022. | STORE MULTI USE FORM (GD/MM1) (DEPARTMENT OF GENERAL SERVICES) FORM: GD/MM1 RECORD TYPES: | TO+2 | N | N N |
| /STM/002/ | D023. | SUB PURCHASE ORDER (GEN.) (DEPARTMENT OF GENERAL SERVICES) FORM: GEN. RECORD TYPES: | TE+3 | N | N N |
| /STM/002/ | D024. | SURPLUS PRINTED MATERIALS RECORD TYPES: | AR | N | N N |
| /STM/002/ | D025. | WORK PROGRAM (BUDGET) (CAO-9) (CAO) FORM: CAO-9 RECORD TYPES: | TO+5 | N | N N |

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Records of: ADMIN SERVICES/ADMIN AND SRS
/STM/005/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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| /STM/005/ | D | DUPLICATE RECORD SERIES | | | |
| /STM/005/ | D001. | BOARD REPORTS RECORD TYPES: | TO+5 | | N N N |
| /STM/005/ | D002. | INTER & INTRA DEPARTMENTAL MANUALS, PUBL'NS... RECORD TYPES: | SU | | N N N |
| /STM/005/ | D003. | SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL) RECORD TYPES: | AR | | N N N |

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Records of: ADMINISTRATIVE SVCS/PERSONNEL
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| /STM/020/ | D | DUPLICATE RECORD SERIES | | | |
| /STM/020/ | D001. | CERTIFICATION FILES (PERSONNEL DEPARTMENT & CITY ADMINISTRATIVE OFFICE) RECORD TYPES: A-CERTIFICATION LIST-PDAS 4 B-INTERVIEW RECORD/TASK STATEMENT C-PAYGRADE ADVANCEMENT-CAO 64 D-REQUEST FOR CERTIFICATION-PDAS 15/PC E-SELECTION MEMO | TO+5 | | N N N |
| /STM/020/ | D002. | INTER & INTRA DEPARTMENTAL MANUALS, PUBL'NS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES: | SU | | N N N |
| /STM/020/ | D003. | NOTICES OF ASSIGNMENT, DIVISIONAL TRANSFER, TERMINATION... (BUREAU OF MANAGEMENT EMPLOYEE SERVICES) RECORD TYPES: | TO+1 | | N N N |
| /STM/020/ | D004. | PAYROLL/PERSONNEL CHANGE DOCUMENT (FG 41) (CONTROLLER) FORM: FG 41 RECORD TYPES: | TO+1 | | N N N |
| /STM/020/ | D005. | PAYROLL/PERSONNEL CHANGE ROSTER (DIVISION) (FG 41B) (CONTROLLER) FORM: FG 41B RECORD TYPES: | TO+1 | | N N N |
| /STM/020/ | D006. | PAYROLL/PERSONNEL CHANGE ROSTER (ADDRESS) (FG 41A) | 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: ADMINISTRATIVE SVCS/PERSONNEL
/STM/020/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 |
|--|-----------------------|--|-----------------------------------|---------------|------------------------|
| (CONTROLLER) FORM: FG 41A RECORD TYPES: | | | | | |
| /STM/020/ | D007. | PERSONNEL COMPUTER ROSTERS (CONTROLLER) RECORD TYPES: A-BI-WEEKLY SICK LEAVE B-BI-WEEKLY VACATION C-EVALUATION CHECK-OFF D-PAYROLL SPECIAL MESSAGES E-PENDING LOSS OF OVERTIME F-SICK LEAVE RECORD G-STREET MAINTENANCE VARIATION | AR | | N N N |
| /STM/020/ | D008. | F-SICK LEAVE RECORD POLICIES OF THE PERSONNEL DEPARTMENT (PERSONNEL DEPARTMENT) RECORD TYPES: | SU | | N N N |
| /STM/020/ | D009. | RULES OF THE BOARD OF CIVIL SERVICE COMMISSIONERS (PERSONNEL DEPARTMENT; NON-RECORD MATERIAL) RECORD TYPES: | SU | | N N N |
| /STM/020/ | D010. | SUBJECT/POLICY FILES (ORIGINATING OFFICE) RECORD TYPES: | SU | | N N N |
| /STM/020/ | D011. | SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL) RECORD TYPES: | AR | | N N N |

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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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: COORDINATING SECTION
/STM/099/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 |
|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| /STM/099/ | D | DUPLICATE RECORD SERIES | | | |
| /STM/099/ | D001. | INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATION... (ORIGINATING OFFICE) RECORD TYPES: | SU | | N N N |
| /STM/099/ | D002. | PARADE PERMIT FILES (LAPD AND ST. MAINT./ST. USE INSP.) RECORD TYPES: A-BOARD REPORTS B-CORRESPONDENCE C-PARADE PERMIT APPLICATION-LAPD 2.57.T D-WEEKLY STREET CLOSURE LIST | TO+1 | | N N N |
| /STM/099/ | D003. | PUBL'NS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES: | AR | | N N N |
| /STM/099/ | D004. | STREETS WITHDRAWN FROM PUBLIC USE CARDS (BUREAU OF ENGINEERING/PUBLIC WKS.) RECORD TYPES: | PE | | N N N |
| /STM/099/ | D005. | SUB PURCHASE ORDER (DEPT. OF GENERAL SERVICES) RECORD TYPES: | 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: SMD-NORTH CENTRAL AREA
/STM/114/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 |
|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|
| /STM/114/ | D | DUPLICATE RECORD SERIES | | | |
| /STM/114/ | D001. | CORRESPONDENCE FILES (LETTERS) (STREET MTCE. ADMINISTRATION) RECORD TYPES: | TO+6 | | N N N |
| /STM/114/ | D002. | INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES: | SU | | N N N |
| /STM/114/ | D003. | MISCELLANEOUS CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: | TO+2 | | N N N |
| /STM/114/ | D004. | PUBLICATIONS AND REFERENCE MATERIALS FOR OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES: | AR | | N N N |
| /STM/114/ | D005. | SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL) 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: SMD-BAY HARBOR AREA
/STM/115/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 |
|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|
| /STM/115/ | D | DUPLICATE RECORD SERIES | | | |
| /STM/115/ | D001. | CORRESPONDENCE AND SUBJECT FILES (STREET MAINTENANCE DIVISION-ADMINISTRATION) 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: SMD-EAST VALLEY/MTN
/STM/211/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 | | | |
|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|---|---|--|
| /STM/211/ | D | DUPLICATE RECORD SERIES | | | | | | |
| /STM/211/ | D001. | AUTOMOBILE ACCIDENT REPORT (FORM GEN.) (CITY ATTORNEY) FORM: FORM GEN. RECORD TYPES: | TO+5 | | N | N | N | |
| /STM/211/ | D002. | EMPLOYERS' REPORT OF OCCUPATIONAL INJURY OR ILLNESS (FORM GEN.) (PERSONNEL DEPARTMENT - WORKER'S COMP) FORM: FORM GEN. RECORD TYPES: | TO+5 | | N | N | N | |
| /STM/211/ | D003. | PAYROLL RECORDS (BUREAU OF STREET MAINTENANCE FINANCIAL SERVICES) RECORD TYPES: | TO+5 | | N | N | N | |
| /STM/211/ | D004. | PERSONNEL RECORDS (MANAGEMENT-EMPLOYEES SERVICES) RECORD TYPES: | TE+3 | | N | N | N | |
| /STM/211/ | D005. | SERVICE AND/OR INVESTIGATION REQUESTS (FORM 345) (BUREAU OF STREET MAINTENANCE-SERVICE REQUEST) FORM: FORM 345 RECORD TYPES: | TO+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
Duplicate Records

Records of: SMD-WEST VALLEY/MTN
/STM/212/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 |
|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| /STM/212/ | D | DUPLICATE RECORD SERIES | | | |
| /STM/212/ | D001. | INVOICES - PERMIT CHARGES (FINANCIAL SERVICES SECTION) RECORD TYPES: | TO+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
Duplicate Records

Records of: STAFF ENGINEER - FACILITIES MAINTENANCE
/STM/301/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 |
|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| /STM/301/ | D | DUPLICATE RECORD SERIES | | | |
| /STM/301/ | D001. | INTER & INTRA DEPT. MANUALS, PUBL'NS ... (ORIGINATING OFFICE) RECORD TYPES: | SU | | N N N |
| /STM/301/ | D002. | MAPS (PUB. WORKS/BUREAU OF ENGINEERING) RECORD TYPES: | SU | | N N N |
| /STM/301/ | D003. | PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES: | AR | | N N N |
| /STM/301/ | D004. | SURPLUS PRINTED MATERIAL (NON RECORD MATERIAL) 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: STREET USE INSPECTION DIVISION
/STM/400/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 |
|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| /STM/400/ | D | DUPLICATE RECORD SERIES | | | |
| /STM/400/ | D001. | BUDGET REQUEST (1371) (FINANCIAL SERVICES) FORM: 1371 RECORD TYPES: A-CORRESPONDENCE | CL+2 | | N N N |
| /STM/400/ | D002. | CLAIM FOR DAMAGES (100-A) (CITY ATTORNEY'S OFFICE) FORM: 100-A RECORD TYPES: A-CORRESPONDENCE B-INTERROGATORIES C-SERVICE AND/OR INVESTIGATION REQUEST-345 | TO+10 | | N N N |
| /STM/400/ | D003. | DAILY CASH REPORT (1296D) (BUREAU OF ACCOUNTING) FORM: 1296D RECORD TYPES: | TO+2 | | N N N |
| /STM/400/ | D004. | EMPLOYEE EVALUATION REPORT (PDAS 28) (MANAGEMENT & EMPLOYEE SERV.) FORM: PDAS 28 RECORD TYPES: A-PROBATIONARY EVALUATION REPORT-PAP 23 | TE+2 | | N N N |
| /STM/400/ | D005. | EMPLOYEE PERSONNEL FOLDER (MANAGEMENT & EMPLOYEE SERV.) RECORD TYPES: A-AUTOMOBILE ACCIDENT REPORT-GEN. 88 B-CORRESPONDENCE C-DOCTOR SLIPS D-DUTY CERTIFICATE-PDAS 43 E-EMPLOYEE TIME RECORD F-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166 G-NOTICE OF ASSIGNMENT-975 | TE+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
Duplicate Records

Records of: STREET USE INSPECTION DIVISION
/STM/400/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 |
|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| | | H-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN. 41 | | | |
| /STM/400/ | D006. | F-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN. 166 INTER AND INTRA DEPARTMENTAL BULLETINS AND NOTICES (ORIGINATING OFFICE) RECORD TYPES: | SU | | N N N |
| /STM/400/ | D007. | INTER AND INTRA DEPARTMENTAL MANUALS AND PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES: | SU | | N N N |
| /STM/400/ | D008. | OFFICE MEMORANDUM (CHARGE ACCOUNT OVERLOAD PERMITS) (BUREAU OF ACCOUNTING) RECORD TYPES: | TO+2 | | N N N |
| /STM/400/ | D009. | PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES: | AR | | N N N |
| /STM/400/ | D010. | SERVICE AND/OR INVESTIGATION REQUEST (345) (SERVICE REQUEST SECTION) FORM: 345 RECORD TYPES: | CL+2 | | N N N |
| /STM/400/ | D011. | STORES MULTI USE FORM (GS/MM1) (GENERAL SERVICE ISSUING STORE) FORM: GS/MM1 RECORD TYPES: | 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: STREET USE INSPECTION DIVISION
/STM/400/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 | | | |
|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|---|---|--|
| /STM/400/ | D012. | SURPLUS PRINTED MATERIAL (NON RECORD MATERIAL) RECORD TYPES: | AR | | N | N | N | |
| /STM/400/ | D013. | TRANSMITTAL RECEIPT (1296C) (BUREAU OF ACCOUNTING) FORM: 1296C RECORD TYPES: | TO+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
Duplicate Records

Records of: LOT CLEANING
/STM/403/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 | | | |
|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|---|---|--|
| /STM/403/ | D | DUPLICATE RECORD SERIES | | | | | | |
| /STM/403/ | D001. | ANNUAL REPORT (BOARD OF PUBLIC WORKS) RECORD TYPES: | TO+5 | | N | N | N | |
| /STM/403/ | D002. | BOARD REPORTS (BOARD OF PUBLIC WORKS) RECORD TYPES: | TO+7 | | N | N | N | |
| /STM/403/ | D003. | BUREAU OF STREET MAINTENANCE SERVICE AND/OR INVESTIGATION... (345) (SERVICE REQUEST SECTION) FORM: 345 RECORD TYPES: | TO+2 | | N | N | N | |
| /STM/403/ | D004. | CAL OSHA COSTS (OCCUPATIONAL SAFETY OFFICE) RECORD TYPES: | TO+10 | | N | N | N | |
| /STM/403/ | D005. | DAILY ASSIGNMENT OF WORK CREWS (DAILY LINEUPS) (SERVICE REQUEST SECTION) RECORD TYPES: | TO+1 | | N | N | N | |
| /STM/403/ | D006. | INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS,... (ORIGINATING OFFICE) 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: LOT CLEANING
/STM/403/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 |
|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| /STM/403/ | D007. | PRODUCTION SUMMARIES (5056A) (ORIGINATING OFFICE) FORM: 5056A RECORD TYPES: | TO+10 | | N N N |
| /STM/403/ | D008. | PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES: | AR | | N N N |
| /STM/403/ | D009. | SURPLUS PRINTED MATERIAL (NON RECORD MATERIAL) 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: STREET TREE DIVISION
/STM/404/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 |
|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|
| /STM/404/ | D | DUPLICATE RECORD SERIES | | | |
| /STM/404/ | D001. | EMPLOYEE PERSONNEL FOLDERS (MANAGEMENT EMPLOYEE SERVICES) RECORD TYPES: A-ASSIGNMENT NOTICE-547A B-AUTO ACCIDENT REPORT C-CITY ATTORNEY LETTER REGARDING WORKERS COMPENSATION CLAIM D-CITY ATTORNEY QUESTIONNAIRE REGARDING WORKERS... E-DIVISION TRANSFER NOTICE-547 F-DOCTOR'S REPORT G-DRIVERS LICENSE INFORMATION FORM H-DUTY CERTIFICATE-PDAS43 I-EMPLOYEE EVALUATION-PDAS28 J-EMPLOYERS REPORT OF OCCUPATIONAL INJURY OR ILLNESS K-EXCESSIVE USE OF SICK TIME L-GRIEVANCE INITIATION M-GRIEVANCE RESPONSE N-GRIEVANCE APPEAL O-MEDICAL EVALUATION P-MEDICAL INFORMATION-PAR-16 | TE+2 | | N N N |
| /STM/404/ | D002. | INTER & INTRA DEPARTMENTAL MANUALS, PUBL'NS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES: | SU | | N N N |
| /STM/404/ | D003. | MICROFICHE FILE (BUREAU OF ENGINEERING) RECORD TYPES: A-EMERGENCY SERVICE REPORT-1302 B-MAPS, DISTRICT C-SERVICE AND/OR INVESTIGATION REQUEST-345 D-SERVICE REQUEST MEMORANDUM-1290 | PE | | N N N |
| /STM/404/ | D004. | PUBL'NS AND REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES (NON RECORD MATERIAL) 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: STREET TREE DIVISION

/STM/404/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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 |
|---------------|-----------------------|---|-----------------------------------|---------------|------------------------|
| /STM/404/ | D005. | SERVICE AND/OR INVESTIGATION REQUEST (345) (SERVICE REQUEST SECTION BUREAU OF STREET MAINTENANCE) FORM: 345 RECORD TYPES: | TO+10 | | N N N |
| /STM/404/ | D006. | SERVICE REQUEST MEMORANDUM (1290) (BUREAU OF STREET MAINTENANCE) FORM: 1290 RECORD TYPES: | TO+10 | | N N N |
| /STM/404/ | D007. | SUBDIVISION FILES (CITY PLANNING; BUREAU OF ENGINEERING) RECORD TYPES: A-CITY CLERK CORRESPONDENCE B-CITY PLANNING CORRESPONDENCE C-CLASS B"" PERMIT-ENG 3.659-A"" D-CLASS B"" PERMIT COMPLETION NOTICE-ENG 3.836"" E-MAPS F-NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS-CP2061 G-REQUEST FOR DETERMINATION OF SUBDIVISION STREET TREE...-1338 H-SUBDIVISION MEMO | CL+20 | | N N N |
| /STM/404/ | D008. | F-NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS-CP2061 UTILITY BILLINGS (PACIFIC TELEPHONE, AND WATER AND POWER) (BUREAU OF ACCOUNTING) RECORD TYPES: A-INVOICE-PW207 B-MEMO TO ACCOUNTING-GEN. 160 C-TREE TRIMMING REQUEST-1280W D-UTILITY TREE TRIMMING REPLACEMENT RECORD | TO+5 | | N N N |
| /STM/404/ | D009. | UTILITY BILLING CANCELLATION (BUREAU OF ACCOUNTING) RECORD TYPES: A-CREW TRIM REQUEST B-TREE TRIMMING REQUEST-1280W | TO+5 | | N N N |

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City of Los Angeles
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/STM/990/ PUBLIC WORKS/BUREAU OF STREET SERVICES

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|---------------|-----------------------|--|-----------------------------------|---------------|------------------------|
| /STM/990/ | D | DUPLICATE RECORD SERIES | | | |
| /STM/990/ | D001. | INTER & INTRA DEPARTMENTAL MANUALS, PUBL'NS ... (ORIGINATING OFFICE) RECORD TYPES: | SU | | N N N |
| /STM/990/ | D002. | PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE ... RECORD TYPES: | AR | | N N N |
| /STM/990/ | D003. | AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY) FORM: GEN 88 RECORD TYPES: | TO+5 | | N N N |
| /STM/990/ | D004. | MISCELLANEOUS CHARGE SHEETS (1370) (BUREAU OF ACCOUNTING) FORM: 1370 RECORD TYPES: | TO+2 | | N N N |
| /STM/990/ | D005. | REQUEST FOR CITY ATTORNEY REPRESENTATION (CITY ATTORNEY) RECORD TYPES: | TO+5 | | N N N |
| /STM/990/ | D006. | REQUEST FOR PARKING (GENERAL SERVICES) RECORD TYPES: | TO+2 | | N N N |

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| /STM/990/ | D007. | ACCIDENT PANEL MEMORANDA (EMPLOYEE) RECORD TYPES: | TO+2 | N | N N |
| /STM/990/ | D008. | ACCIDENT REPORT LOG (STREET MTCE DIV. AREA) RECORD TYPES: | TO+5 | N | N N |
| /STM/990/ | D009. | MONTHLY INVENTORY OF BARRICADES (STREET MTCE DIV. SUPTS.) RECORD TYPES: | TO+1 | N | N N |

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