

## *Department Records Disposition Schedules*

### ***RECREATION AND PARKS***

*Schedule Number Department Name*

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/REC/	RECREATION AND PARKS
/REC/100/	RECREATION AND PARKS/SCIENTIFIC & EDUCATION/GRIFFITH OBSERVATORY
/REC/11/	RECREATION AND PARKS/COMMISSION OFFICE
/REC/122/	RECREATION AND PARKS/PLANNING AND DEVELOPMENT ADMINISTRATION
/REC/124/	RECREATION AND PARKS/HOLLYWOOD CENTER FOR AUDIO-VISUAL ARTS
/REC/12A/	RECREATION AND PARKS/GENERAL MANAGER/SECRETARY'S OFFICE
/REC/12B/	RECREATION AND PARKS/LEGAL COORDINATOR
/REC/13/	RECREATION AND PARKS/SPECIAL FACILITIES ADMIN/PUBLIC INFORMATION
/REC/15A/	RECREATION AND PARKS/PERSONNEL DIVISION
/REC/15B/	RECREATION AND PARKS/PERSONNEL (TRAINING)
/REC/15C/	RECREATION AND PARKS/PERSONNEL (SAFETY SECTION)
/REC/15D/	RECREATION AND PARKS/PAYROLL SECTION
/REC/190/	RECREATION AND PARKS/METROPOLITAN REGION/PARK MAINTENANCE ADMIN.
/REC/200/	RECREATION AND PARKS/VALLEY REGION ADMINISTRATION
/REC/202/	RECREATION AND PARKS/METROPOLITAN REGION/RANGER STATION
/REC/211A/	RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (AUTO PARTS)
/REC/211B/	RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (CONTRACTS)
/REC/211C/	RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (NON-CONTRACT PURCHASES)
/REC/23/	RECREATION AND PARKS/PLANNING & DEVELOPMENT/OPERATIONS ANALYSIS
/REC/230/	RECREATION AND PARKS/METROPOLITAN REGION/CONSTRCTN & REPAIR ADMIN.
/REC/236/	RECREATION AND PARKS/METROPOLITAN REGION/PARK RANGER DIVISION
/REC/320/	RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL AREA MAINTENANCE

*Schedule Number Department Name*

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/REC/330/	RECREATION AND PARKS/METROPOLITAN REGION/EAST AREA MAINTENANCE
/REC/400A/	RECREATION AND PARKS/PACIFIC REGION/ADMINISTRATIVE UNIT
/REC/400B/	RECREATION AND PARKS/PACIFIC REGION/AQUATICS
/REC/400C/	RECREATION AND PARKS/PACIFIC REGION/CAMPS
/REC/400D/	RECREATION AND PARKS/PACIFIC REGION/SENIOR CITIZENS
/REC/400E/	RECREATION AND PARKS/PACIFIC REGION/SOUTH AREA
/REC/400F/	RECREATION AND PARKS/PACIFIC REGION/WEST AREA
/REC/400G/	RECREATION AND PARKS/PACIFIC REGION/WEST SHORELINE DIST.
/REC/401/	RECREATION AND PARKS/SCIENTIFIC & EDUCATION/CABRILLO MARINE MUSEUM
/REC/40A/	RECREATION AND PARKS/ACCOUNTING CHIEF ACCOUNTANT
/REC/40B/	RECREATION AND PARKS/ACCOUNTING (APPROPRIATION)
/REC/40C/	RECREATION AND PARKS/ACCOUNTING (COST)
/REC/40D/	RECREATION AND PARKS/ACCOUNTING MUNICIPAL RECREATION PROGRAMS
/REC/40E/	RECREATION AND PARKS/ACCOUNTING (REVENUE)
/REC/492/	RECREATION AND PARKS/BANNING RESIDENCE & MUSEUM
/REC/493/	RECREATION AND PARKS/TRAVEL TOWN
/REC/500/	RECREATION AND PARKS/METROPOLITAN REGION ADMINISTRATION HDQRTRS
/REC/520/	RECREATION AND PARKS/METROPOLITAN REGION/RECREATION OFFICE
/REC/521/	RECREATION AND PARKS/METROPOLITAN REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)
/REC/540/	RECREATION AND PARKS/PACIFIC REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)
/REC/59/	RECREATION AND PARKS/EQUIPMENT & ANALYSIS
/REC/590/	RECREATION AND PARKS/VALLEY REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)
/REC/61/	RECREATION AND PARKS/BUDGET SECTION
/REC/62A/	RECREATION AND PARKS/OFFICE SERVICES
/REC/62B/	RECREATION AND PARKS/GOLF AND TENNIS RESERVATIONS
/REC/650/	RECREATION AND PARKS/VALLEY REGION/AQUATICS
/REC/66/	RECREATION AND PARKS/REVENUE MANAGEMENT

*Schedule Number Department Name*

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/REC/71A/	RECREATION AND PARKS/PARK SERVICES HDQTRS/REVENUE & STAFF SERVICES
/REC/71B/	RECREATION AND PARKS/PARK SERVICES HDQTRS/ELYSIAN PK & LDG FRIENDSHIP
/REC/800/	RECREATION AND PARKS/LOS ANGELES ZOO
/REC/92/	RECREATION AND PARKS/PLANNING & DEVELOPMENT/ADVANCE PLNNG & LAND MGMT
/REC/93/	RECREATION AND PARKS/PLANNING & DEVELOPMENT/DESIGN & CONSTRUCTION
/REC/94/	RECREATION AND PARKS/PLANNING AND DEVELOPMENT/GRANTS ADMINISTRATION

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

**Records of: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/GRIFFITH OBSERVATORY**  
**/REC/100/**

*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	
/REC/100/	O	ORIGINAL RECORDS								
/REC/100/	O001.	ASTRONOMICAL PHOTO FILE (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	AR	PE		N	Y	N		
/REC/100/	O002.	COMPARATIVE REPORT OF ATTENDANCE AND RECEIPTS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+5	PE		N	Y	N		
/REC/100/	O003.	CORRESPONDENCE AND SUBJECT FILES (TRANSFER HISTORICAL FILES TO CITY ARCHIVES-RECORD SERIES...) RECORD TYPES:	AR	AR+5		N	N	N		
/REC/100/	O004.	DIRECTOR'S LOG RECORD TYPES:	CL+50	CL+50		N	N	N		
/REC/100/	O005.	GENERAL LEDGER RECORD TYPES:	AU+2	AU+2		N	N	N		
/REC/100/	O006.	INVENTORIES (RESALE ITEMS) RECORD TYPES:	AU+2	AU+2		N	N	N		

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

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/GRIFFITH OBSERVATORY**  
**/REC/100/**

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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
/REC/100/	O007.	LECTURER'S LOG RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/100/	O008.	LIBRARY BOOK ACCESSION CARDS RECORD TYPES:	AR+2	AR+2		N	N	N	
/REC/100/	O009.	OBSERVATORY PUBLICATIONS (SEND 4 COPIES TO CITY ARCHIVES-RECORDS SERIES DESIGNATED... ) RECORD TYPES:	AR+2	AR+2		N	N	N	
/REC/100/	O010.	PART TIME EMPLOYEES HOURS WORKED LEDGER RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/100/	O011.	PROGRAM PRODUCTION MATERIAL (RECORD SERIES HAS VARIED MEDIA FORMAT, IE, MAPS, SLIDES... ) RECORD TYPES: A-COMPUTER DESKS B-DRAWINGS C-LANDSCAPE PANELS D-MAPS E-PHOTOGRAPHS/NEGATIVES F-SCRIPT G-SLIDES H-SOUND-TAPES	AR+2	AR+2		N	N	N	

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

**Records of: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/GRIFFITH OBSERVATORY**

**/REC/100/** *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
/REC/100/	O012.	F-SCRIPT SCHOOL RESERVATION LOGS RECORD TYPES:	CL+2	CL+2		N	N	N	
/REC/100/	O013.	SUBSCRIBER MAILING LISTS RECORD TYPES: A-COPY OF CHECK B-CORRESPONDENCE	AU+2	AU+2		N	N	N	
/REC/100/	O014.	TELESCOPE LOG RECORD TYPES:	CL+2	CL+2		N	N	N	
/REC/100/	O015.	WEEKLY REPORT OF LASER IMAGES RECORD TYPES: A-LASERIUM TICKET SALES	AU+2	AU+2		N	N	N	

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

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

**Records of: RECREATION AND PARKS/COMMISSION OFFICE**

**/REC/11/**

*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
/REC/11/	O	ORIGINAL RECORDS							
/REC/11/	O001.	CONTRACTS (ARCHITECTURAL, CONSTRUCTION, PERSONAL SERVICES) (ALL CONSTRCTN CONTRACTS WILL BE HELD IN OFFICE UNTIL THEY'RE SETTLED OR CLEARED ...) RECORD TYPES: A-BID DOCUMENTS B-BOARD REPORTS C-CORRESPONDENCE D-DRAWINGS E-INVOICES F-LEGAL NOTICES G-MAIL CERTIFICATIONS H-MINUTE CUT-OUTS I-PHOTOGRAPHS J-PUBLICATIONS K-SPREADSHEETS L-WARRANTIES	CL+/05	CL+10		N	N	N	
/REC/11/	O002.	CONTRACTS (CONCESSIONS) (RECORDS ARE IN OTHER MEDIA, IE., MAPS, DRAWINGS ... ) RECORD TYPES: A-BOARD REPORTS B-CORRESPONDENCE C-DRAWINGS AND MAPS D-MAIL CERTIFICATIONS E-MINUTE CUT-OUTS F-PHOTOGRAPHS G-PUBLICATIONS H-REQUESTS FOR PROPOSALS I-SPREADSHEETS F-PHOTOGRAPHS	CL+/05	CL+10		N	N	N	
/REC/11/	O003.	CONTRACTS (LEASES) (TRANSFER TO CITY ARCHIVES; RECORDS ARE IN OTHER MEDIA, IE., MAPS, DRAWINGS ...) RECORD TYPES: Vital A-BOARD REPORTS B-CORRESPONDENCE C-DRAWINGS AND MAPS D-LEGAL DOCUMENTS	EX+/05	PE		Y	N	N	

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

**Records of: RECREATION AND PARKS/COMMISSION OFFICE**

**/REC/11/**

*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	
		E-MAIL CERTIFICATIONS F-MINUTE CUT-OUTS								
/REC/11/	O004.	F-MINUTE CUT-OUTS CONTRACTS (PERMITS - LAND USE) (TRANSFER TO CITY ARCHIVES; RECORDS ARE IN OTHER MEDIA, IE., MAPS, DRAWINGS ...) RECORD TYPES: Vital A-BOARD REPORTS B-CORRESPONDENCE C-MAPS D-MINUTE CUT-OUTS	EX+/05	PE		Y	N	N		
/REC/11/	O005.	CONTRACTS (UNNUMBERED AGREEMENTS) (TRANSFER TO CITY ARCHIVES; RECORDS ARE IN OTHER MEDIA, IE., MAPS ...) RECORD TYPES: Vital A-BOARD REPORTS B-CORRESPONDENCE C-LEGAL DOCUMENTS D-MAPS E-MINUTE CUT-OUTS F-PUBLICATIONS	EX+/05	PE		Y	N	N		
/REC/11/	O006.	F-PUBLICATIONS CONTRACT CARD-INDEX RECORD TYPES: Historical	PE	PE		N	Y	N		
/REC/11/	O007.	FACILITIES FILES (ACQUISITIONS, EASEMENTS, AND PERMITS) (RECORDS ALSO CONTAIN OTHER MEDIA IE., MAPS, PHOTOGRAPHS ...) RECORD TYPES: Vital A-BOARD REPORTS B-CORRESPONDENCE C-LEGAL DOCUMENTS D-MAPS E-MINUTE CUT-OUTS F-PHOTOGRAPHS G-PUBLICATIONS	PE	PE		Y	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: RECREATION AND PARKS/COMMISSION OFFICE**  
**/REC/11/**

*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	
		H-RESOLUTIONS								
		F-PHOTOGRAPHS								
/REC/11/	O008.	FACILITIES FILES (GENERAL AND SPECIAL MATTERS) (TRANSFER TO CITY ARCHIVES; RECORDS ARE IN OTHER MEDIA, IE., DRAWINGS, MAPS ...) RECORD TYPES: A-BOARD REPORTS B-CORRESPONDENCE C-DRAWINGS AND MAPS D-LEASES E-LEGAL DOCUMENTS F-MAIL CERTIFICATIONS G-MINUTE CUT-OUTS H-PERMITS I-PHOTOGRAPHS J-PUBLICATIONS K-RESOLUTIONS	EX+2	PE		N	N	N		
/REC/11/	O009.	MINUTE BOOKS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+10	PE		N	Y	N		
/REC/11/	O010.	MINUTE INDEX CARDS RECORD TYPES: Historical	PE	PE		N	Y	N		
/REC/11/	O011.	RESOLUTIONS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+3	PE		N	Y	N		
/REC/11/	O012.	SPECIFICATIONS (CONSTRUCTION CONTRACTS) RECORD TYPES:	CL+1	CL+10		N	N	N		

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

**Records of: RECREATION AND PARKS/COMMISSION OFFICE**

**/REC/11/**

*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			
/REC/11/	O013.	SUBJECT FILES (DUE TO REVISION, BACKUP COPIES (TO 42 MINUTE BOOKS) MAY HAVE SHORTER RETENTION.) RECORD TYPES:	CL+2	CL+12		N	N	N	

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

**Records of: RECREATION AND PARKS/PLANNING AND DEVELOPMENT ADMINISTRATION**

**/REC/122/** *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	
/REC/122/	O	ORIGINAL RECORDS								
/REC/122/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/122/	O002.	COST ESTIMATES BY FACILITY FOR 1984 OLYMPICS RECORD TYPES:	CL+2	CL+10		N	N	N		
/REC/122/	O003.	INSURANCE FILE (LIABILITY AND PROPERTY) RECORD TYPES: A-CORRESPONDENCE B-ENDORSEMENTS C-POLICIES (INSURANCE)	EX+2			N	N	N		
/REC/122/	O004.	INSURANCE LOG 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: RECREATION AND PARKS/HOLLYWOOD CENTER FOR AUDIO-VISUAL ARTS**

**/REC/124/** *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	
/REC/124/	O	ORIGINAL RECORDS								
/REC/124/	O001.	CORRESPONDENCE AND SUBJECT FILES (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER HISTORICAL DATA TO CITY ARCHIVES) RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/124/	O002.	DONOR CARD FILE RECORD TYPES:	TE+2	TE+2		N	N	N		
/REC/124/	O003.	INVENTORY CONFIRMATION RECORDS RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/124/	O004.	REGISTER OF ASSIGNED ACQUISITION NUMBERS 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: RECREATION AND PARKS/GENERAL MANAGER/SECRETARY'S OFFICE**  
**/REC/12A/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/REC/12A/	O	ORIGINAL RECORDS											
/REC/12A/	O001.	CORRESPONDENCE AND SUBJECT FILES (BY REGION) (PER SUBTITLES B & C, REC REGION OFF IS OFFICE OF ORIGIN ) RECORD TYPES: Confidential A-CORRESPONDENCE B-NON-EMPLOYEE ACCIDENT AND ILLNESS REPORT-GEN 87 C-SPECIAL OCCURRENCE & LOSS REPORT-RP-218	AR+1	AR+2		N	N	Y					
/REC/12A/	O002.	WORK ASSIGNMENTS (RPO122) FORM: RPO122 RECORD TYPES:	CL+1	CL+2		N	N	N					
/REC/12A/	O003.	CITY ATTORNEY CORRESPONDENCE FILE (PER SUBTITLES B, C, & E, CITY ATTORNEY IS OFFICE OF ORIGIN ) RECORD TYPES: Confidential A-CORRESPONDENCE B-CLAIMS FOR DAMAGES-CONT. C-INTERROGATORIES-100-A D-MEMORANDUMS E-AUTOMOBILE ACCIDENT REPORT-GEN.88	TO+2	TO+10		N	N	Y					

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**Records of: RECREATION AND PARKS/LEGAL COORDINATOR**

**/REC/12B/**

*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	
/REC/12B/	O	ORIGINAL RECORDS								
/REC/12B/	O001.	CLAIMS FILE (USED FOR LAW SUITS) RECORD TYPES: Legal A-CORRESPONDENCE B-SUMMONS/SUBPOENA	CL+2	CL+10		N	N	N		
/REC/12B/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+10		N	N	N		
/REC/12B/	O003.	FACILITY FILE RECORD TYPES: A-BOARD REPORTS B-COMMITTEE AGENDAS AND REPORTS C-CONTRACTS AND AGREEMENTS D-CORRESPONDENCE E-FINANCIAL REPORTS AND STATEMENTS F-PERSONAL CONTRACT BILLINGS G-SPECIAL OCCURRENCE AND LOSS REPORTS-RP 218  F-PERSONAL CONTRACT BILLINGS	TO+2	TO+10		N	N	N		

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

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

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

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

**Records of: RECREATION AND PARKS/SPECIAL FACILITIES ADMIN/PUBLIC INFORMATION**

**/REC/13/** *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			
/REC/13/	O	ORIGINAL RECORDS										
/REC/13/	O001.	ANNUAL REPORTS (SEND 4 COPIES TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+30	PE		N	Y	N				
/REC/13/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N				
/REC/13/	O003.	NEGATIVES AND CONTACT PRINTS RECORD TYPES: Historical	PE	PE		N	Y	N				
/REC/13/	O004.	PRESS RELEASES (CHRONOLOGICAL) (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+2	PE		N	Y	N				
/REC/13/	O005.	PUBLICATIONS BY PUBLIC INFORMATION OFFICE (SEND 4 COPIES TO CITY ARCHIVES ) RECORD TYPES: Historical	PE	PE		N	Y	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: RECREATION AND PARKS/PERSONNEL DIVISION**  
**/REC/15A/**

*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	
/REC/15A/	O	ORIGINAL RECORDS								
/REC/15A/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/15A/	O002.	DISCIPLINARY HEARINGS (T= TERMINATION OF EMPLOYMENT ) RECORD TYPES: A-CORRESPONDENCE B-HEARING EXAMINATION REPORT C-MANUAL INSTRUCTIONS D-NOTES AND WORKING PAPERS E-NOTICE TO CORRECT DEFICIENCIES-GEN 78 F-NOTICE OF DISCHARGE, SUSPENSION, PROBATIONARY TERMINATION-GEN 77 G-TIME SHEET SUMMARY	TE+2	TE+10		N	N	N		
/REC/15A/	O003.	F-NOTICE OF DISCHARGE, SUSPENSION, PROBATIONARY TERMINATION-GEN 77 EMPLOYEE PERSONNEL FOLDER (FLDRS IN CRC PRIOR TO CAO RULE 25(4/17/79) BECOME PROPERTY OF PERSONNEL DEPT.) RECORD TYPES: Confidential A-APPLICATION FOR EMPLOYMENT-RP 904 AA-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 656 B-AUTOMOBILE ACCIDENT REPORT-GEN 88 BB-REQUEST FOR LEAVE OF ABSENCE-GEN 38 C-CHECKLIST FOR ORIENTATION OF NEW EMPLOYEES CC-REQUEST FOR TRANSFER, VOLUNTARY REVERSIONS OR CLASS CHANGE-GEN 16B D-CLAIM FOR REIMBURSEMENT-GEN 130 DD-TIME-OFF/COMPENSATION REPORT-GEN 68 E-CORRESPONDENCE F-DOCTOR'S NOTICES G-DUTY CERTIFICATE-PDAS 43 H-EMPLOYEE EVALUATION REPORT-PDAS 28 I-EMPLOYEE MEDICAL CALENDAR-GEN 90	TE	TE		N	N	Y		

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

**Records of: RECREATION AND PARKS/PERSONNEL DIVISION**  
**/REC/15A/**

*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	
		J-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN 166 K-EXTENDED SICK LEAVE REQUEST-GEN 89 L-INTRADERMAL TEST FOR TUBERCULOSIS-RP 321 M-MEDICAL INFORMATION CERTIFICATE-GEN 91 N-NOTICE OF APPOINTMENT AND ASSIGNMENT-RP 215 O-NOTICE OF COMMENDATION-GEN 79 P-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-GEN 77 Q-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS 66 R-NOTICE OF VACATION AND/OR REQUEST FOR CERTIFICATION-RP 900 S-NOTICE TO CORRECT DEFICIENCIES-GEN 78 T-PAY GRADE ADVANCEMENT-CAO 614 U-PAYROLL / PERSONNEL CHANGE-GEN 41 V-POSITION DESCRIPTION-GSC 34 W-PROBATIONARY AND PART TIME EMPLOYEE EVALUATIONS-RP 918 X-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYEE-GEN 42 Y-RECORD OF TRAINING-PDMER 1 Z-REPORT OF MEDICAL HISTORY-PDMSD 1								
/REC/15A/	O004.	<b>GRIEVANCES</b> (USED FOR LAW SUITS ) RECORD TYPES: Legal A-CORRESPONDENCE B-GRIEVANCE APPEAL-GEN 164 C-GRIEVANCE INITIATION-GEN 162 D-GRIEVANCE RESPONSE-GEN 163 E-NOTICE TO CORRECT DEFICIENCIES-GEN 78 F-NOTES AND WORKING PAPERS	TO+2	TO+10		N	N	N		
/REC/15A/	O005.	F-NOTES AND WORKING PAPERS <b>INSTRUCTION MANUAL PERSONNEL (MASTER FILE)</b> (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	SU+2	PE		N	Y	N		
/REC/15A/	O006.	<b>AQUATICS TESTING RECORDS</b> RECORD TYPES: Confidential A-DEPARTMENT EMPLOYMENT APPLICATION-RP 904 B-REPORT OF MEDICAL HISTORY-PDMSD 1 C-EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE-CO 205	TO+1	TO+4		N	N	Y		

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

**Records of: RECREATION AND PARKS/PERSONNEL DIVISION**

**/REC/15A/**

*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
		D-LOYALTY OATH-GEN 132							
		E-RETURNING AQUATIC PERSONNEL INFORMATION-RP 0204							
		F-DRIVER'S LICENSE CONTROL FORM-RP 0206							
		G-INTERVIEW RATING SHEET-RP 0203							
		H-AQUATICS RECORD CARD-RP 0199							
		I-SCORE CARD-RP 0197							
		J-WRITTEN EXAMINATION							

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**City of Los Angeles**  
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**Records of: RECREATION AND PARKS/PERSONNEL (TRAINING)**  
**/REC/15B/**

*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	
/REC/15B/	O	ORIGINAL RECORDS								
/REC/15B/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/15B/	O002.	SUGGESTION PLAN FILE RECORD TYPES: A-DIVISION HEAD COVER MEMO-RPSP 1 B-FORM LETTER (TO EMPLOYEE)-RPSP 2 C-PERSONNEL RECORD OF SUGGESTION PLAN AWARD-RPSP 8 D-STATUS LETTER FOR SUGGESTION-RPSP 14 E-STATUS REPORT ON OVERDUE SUGGESTIONS-RPSP 12 F-SUGGESTION FORM-GEN 150 G-SUGGESTION PLAN COMMENDATIONS H-SUGGESTION PLAN INVESTIGATION REPORT-RPSP 1  F-SUGGESTION FORM-GEN 150	TO+2	TO+7		N	N	N		

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

**City of Los Angeles**  
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**Records of: RECREATION AND PARKS/PERSONNEL (SAFETY SECTION)**  
**/REC/15C/**

*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				
/REC/15C/	O	ORIGINAL RECORDS										
/REC/15C/	O001.	BI-WEEKLY INJURY ON DUTY REPORT (COMPUTER GENERATED REPORT) RECORD TYPES:	TO+3	TO+10			N	N	N			
/REC/15C/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2			N	N	N			
/REC/15C/	O003.	LIGHT DUTY CREW ASSIGNMENT LOG RECORD TYPES:	TO+2	TO+2			N	N	N			
/REC/15C/	O004.	LIGHT DUTY CREW FILE (CORRESPONDENCE) (PURGE FOR RECORDS TO FILE IN EMPLOYEE FOLDER - R & P PERSONNEL DIVISION) RECORD TYPES:	TE	TE			N	N	N			
/REC/15C/	O005.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES (USED FOR LAW SUITS) RECORD TYPES: Legal	TO+5	TO+10			N	N	N			
/REC/15C/	O006.	SAFETY MEETING ATTENDANCE ROSTER RECORD TYPES:	TO+2	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**  
**Original Records**

**Records of: RECREATION AND PARKS/PERSONNEL (SAFETY SECTION)**

**/REC/15C/**

*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		
			Office	Total				
/REC/15C/	O007.	SAFETY TRAINING RECORDS Used to show CAL/OSHA compliance	TO+2	TO+10	DO	N	N	N

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**City of Los Angeles**  
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**Original Records**

**Records of: RECREATION AND PARKS/PAYROLL SECTION**  
**/REC/15D/**

*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	
/REC/15D/	O	ORIGINAL RECORDS								
/REC/15D/	O001.	ACCUMULATED OVERTIME REQUEST FORMS (0427) FORM: 0427 RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/15D/	O002.	ALPHABETICAL LISTING OF EMPLOYEES RECORD TYPES:	TO+/05	TO+10		N	N	N		
/REC/15D/	O003.	ANNUAL & QUARTERLY SICK LEAVE USAGE RECORD TYPES:	TO+2	TO+10		N	N	N		
/REC/15D/	O004.	AQUATICS ACTIVITIES (NOTICE OF APPOINTMENT) RECORD TYPES:	TO+2	TO+10		N	N	N		
/REC/15D/	O005.	AQUATICS PERSONNEL PHYSICAL EXAMINATION RECORDS RECORD TYPES:	TO+5	TO+10		N	N	N		
/REC/15D/	O006.	AUTHORITY FOR PART TIME EMPLOYEES TO WORK OVER 40 HOURS... (TRANSFER TO EMPLOYEES PERSONNEL FOLDER ) RECORD TYPES:	TO+/05	TO+0/05		N	N	N		

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

**Records of: RECREATION AND PARKS/PAYROLL SECTION**

**/REC/15D/** *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
/REC/15D/	O007.	BI-WEEKLY LISTING BY ACTIVITY CODE RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/15D/	O008.	BI-WEEKLY LISTING BY CLASS CODE RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/15D/	O009.	BI-WEEKLY SICK LEAVE ROSTER (INFORMATION ON PAYROLL REIMBURSEMENT REGISTER ) RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/15D/	O010.	BI-WEEKLY VACATION ROSTER RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/15D/	O011.	CERTIFICATION & INTERVIEW SCHEDULES BY CLASS FOLDERS RECORD TYPES:	TO+2	TO+10		N	N	N	
/REC/15D/	O012.	CETA ACTIVITY CODES (POSITION CONTROL) 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: RECREATION AND PARKS/PAYROLL SECTION**

**/REC/15D/**

*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
/REC/15D/	O013.	CHECK DISTRIBUTION LIST (PICK UPS, HOLD, MAILS) RECORD TYPES:	TO+5	TO+10		N	N	N	
/REC/15D/	O014.	CHECK HOLD LOG-BOOK RECORD TYPES:	CL+2	CL+10		N	N	N	
/REC/15D/	O015.	COMPUTERIZED STAFFING RUNS RECORD TYPES:	TO+2	TO+10		N	N	N	
/REC/15D/	O016.	CONFIDENTIAL ADDRESS ROSTER (PART TIME) RECORD TYPES: Confidential	SU+2	SU+2		N	N	Y	
/REC/15D/	O017.	EMERGENCY CHECK REQUEST LOG-BOOK RECORD TYPES:	CL+2	CL+10		N	N	N	
/REC/15D/	O018.	EMERGENCY EXTENSION LETTERS RECORD TYPES:	TO+2	TO+10		N	N	N	
/REC/15D/	O019.	EMERGENCY ROSTERS	TO+/05	TO+10		N	N	N	

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**City of Los Angeles**  
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**Records of: RECREATION AND PARKS/PAYROLL SECTION**

**/REC/15D/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		--Media Office Total Code	Record Type V H C L				
RECORD TYPES:										
/REC/15D/	O020.	EMPLOYEE AID FUND (CHECK WITH CONTROLLER ) RECORD TYPES:	TO+10	TO+10		N	N	N		
/REC/15D/	O021.	EMPLOYEE LOG-BOOK RECORD TYPES:	CL+2	CL+10		N	N	N		
/REC/15D/	O022.	EMPLOYEE PERSONNEL FOLDER (OFFICIAL FOLDER MAINTAINED BY R & P PERSONNEL DIV. ) RECORD TYPES: Confidential A-APPLICATION FOR EMPLOYMENT-RP 904 B-AUTHORITY FOR PART-TIME EMPLOYEE TO WORK OVER 40 HOURS... C-CHECKLIST FOR ORIENTATION OF NEW EMPLOYEES-PF 200A D-CORRESPONDENCE E-DOCTOR'S NOTICES F-EMPLOYEE EVALUATION REPORT-PDA 528 G-INTRADERMAL TEST FOR TUBERCULOSIS-RP 321 H-MILEAGE ENDORSEMENT FORM I-NOTICE OF APPOINTMENT AND ASSIGNMENT-RP 215 J-NOTICE OF VACATION &/OR REQUEST FOR CERTIFICATION-RP 900 K-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 L-POSITION DESCRIPTION-GSC 34 M-PROBATIONARY & PART TIME EMPLOYEE EVALUATIONS-RP 918 N-REPORT OF MEDICAL HISTORY-PDMSD1 O-SERVICE PIN BIOGRAPHICAL DATA QUESTIONNAIRE P-TIME-OFF COMPENSATION REQUEST-GEN 68	TE+2	TE+2		N	N	Y		
/REC/15D/	O023.	EMPLOYEE SERVICE PIN RECORDS RECORD TYPES:	TO+25	TO+25		N	N	N		

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**Records of: RECREATION AND PARKS/PAYROLL SECTION**  
**/REC/15D/**

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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
/REC/15D/	O024.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP 507) FORM: RP 507 RECORD TYPES:	TO+2	TO+10		N	N	N	
/REC/15D/	O025.	LISTING OF EMPLOYEES BY SOCIAL SECURITY NOS. RECORD TYPES:	TO+/05	TO+10		N	N	N	
/REC/15D/	O026.	MAINTENANCE INDIVIDUAL EMPLOYEE TIMESHEETS (0824) FORM: 0824 RECORD TYPES:	TO+2	TO+10		N	N	N	
/REC/15D/	O027.	MEDICAL RESULTS RECORD TYPES:	TO+2	TO+10		N	N	N	
/REC/15D/	O028.	PAID OVERTIME ADJUSTMENT MEMOS (0371) FORM: 0371 RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/15D/	O029.	PAID OVERTIME REQUEST FORMS (0427) FORM: 0427 RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/15D/	O030.	PART TIME HOURS WORKED	TO+2	TO+10		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: RECREATION AND PARKS/PAYROLL SECTION**

**/REC/15D/** *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		
(COMPUTER GENERATED DATA - ACCUMULATIVE SUMMARY OF PAYROLL REGISTER) RECORD TYPES:											
/REC/15D/	O031.	PART TIME TERMINATION FILE RECORD TYPES:	TO+2	TO+10				N	N	N	
/REC/15D/	O032.	PART TIME LOG BOOK-ORIGINAL APPOINTMENT RECORD TYPES:	CL+2	CL+10				N	N	N	
/REC/15D/	O033.	PAYROLL ADJUSTMENT MEMOS (RP 0371) FORM: RP 0371 RECORD TYPES:	TO+2	TO+10				N	N	N	
/REC/15D/	O034.	PAYROLL/PERSONNEL RECORDS STATISTICS RECORD TYPES:	TO+2	TO+10				N	N	N	
/REC/15D/	O035.	PAYROLL REIMBURSEMENT WORKSHEETS (COMPUTER GENERATED DATA ) RECORD TYPES:	TO+2	TO+2				N	N	N	
/REC/15D/	O036.	PAYROLL SPECIAL MESSAGES RECORD TYPES:	TO+2	TO+2				N	N	N	

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**City of Los Angeles**  
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**Original Records**

**Records of: RECREATION AND PARKS/PAYROLL SECTION**  
**/REC/15D/**

*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
/REC/15D/	O037.	PERSONNEL TRANSACTION LOG-BOOK RECORD TYPES:	CL+2	CL+10		N	N	N	
/REC/15D/	O038.	PUBLISHED REPORTS DETAIL RECORD TYPES:	TO+2	TO+10		N	N	N	
/REC/15D/	O039.	RECEIPT RECORDS ON SALARY OVERPAYMENTS RECORD TYPES:	TO+10	TO+10		N	N	N	
/REC/15D/	O040.	REGISTER OF REQUESTS RECORD TYPES:	TO+2	TO+10		N	N	N	
/REC/15D/	O041.	REQUEST TO HIRE PART TIME EMPLOYEES (417 X) FORM: 417 X RECORD TYPES:	TO+2	TO+10		N	N	N	
/REC/15D/	O042.	RETURNED CHECK LOG-BOOK RECORD TYPES:	CL+2	CL+10		N	N	N	

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**Records of: RECREATION AND PARKS/PAYROLL SECTION**

**/REC/15D/**

*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
/REC/15D/	O043.	SALARY OVERPAYMENT LOG-BOOK RECORD TYPES:	CL+2	CL+10		N	N	N	
/REC/15D/	O044.	SERVICE RECORD (EMPLOYEE ROSTER CARD) (20 B) FORM: 20 B RECORD TYPES:	TO+5	PE		N	N	N	
/REC/15D/	O045.	STAFF REPORTS RECORD TYPES:	TO+10	TO+10		N	N	N	
/REC/15D/	O046.	SUBPOENAS - LOG/BILLINGS (BILLINGS FILED IN NOTEBOOK LOG ) RECORD TYPES:	TO+5	TO+10		N	N	N	
/REC/15D/	O047.	TIMEKEEPING AUDIT REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N	

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/PARK MAINTENANCE ADMIN.**  
**/REC/190/**

*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	
/REC/190/	O	ORIGINAL RECORDS								
/REC/190/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/190/	O002.	EMPLOYEE PERSONNEL FOLDER (R & P PERSONNEL DIVISION) RECORD TYPES: Confidential A-EMPLOYEE EVALUATION REPORT-PDAS28 B-LETTERS/MEMOS C-NOTICE OF APPOINTMENTS/ASSIGNMENT-RP2158 D-NOTICE OF REASSIGNMENT-RP902	TE+2	TE+2		N	N	Y		
/REC/190/	O003.	FACILITY FILE RECORD TYPES: A-BOARD REPORTS B-CORRESPONDENCE C-COUNCIL ACTION D-PERMITS	TO+5	TO+10		N	N	N		
/REC/190/	O004.	SPECIAL OCCURRENCE AND LOSS LOG RECORD TYPES:	TO+5	TO+5		N	N	N		
/REC/190/	O005.	WORK ASSIGNMENT LOG RECORD TYPES:	TO+2	TO+2		N	N	N		

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

**Records of: RECREATION AND PARKS/VALLEY REGION ADMINISTRATION**  
**/REC/200/**

*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
/REC/200/	O	ORIGINAL RECORDS							
/REC/200/	O001.	AEROBIC CLASSES CONTRACTS RECORD TYPES:	CL+2	CL+2		N	N	N	
/REC/200/	O002.	BUILDING USE APPLICATIONS RECORD TYPES:	EX+2			N	N	N	
/REC/200/	O003.	BUILDING USE PERMITS (RP 017) FORM: RP 017 RECORD TYPES:	EX+2			N	N	N	
/REC/200/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/REC/200/	O005.	DOG TRAINING PERMITS (RP 128) FORM: RP 128 RECORD TYPES:	EX+2			N	N	N	
/REC/200/	O006.	EMPLOYEE PERSONNEL FOLDER (OFFICIAL FILE WITH R & P PERSONNEL DIV. ) RECORD TYPES:	TE+2	TE+2		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
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**Records of: RECREATION AND PARKS/VALLEY REGION ADMINISTRATION**  
**/REC/200/**

*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	
		A-APPLICATION FOR EMPLOYMENT-RP 904 AA-TIME OFF/COMPENSATION REQUEST-FG 68 B-AUTOMOBILE ACCIDENT FORMS-FG 88 C-CERTIFICATION OF JURY SERVICE D-CHANGE OF NAME, ADDRESS, MARITAL STATUS AND/OR TELEPHONE-RP 960AC E-CORRESPONDENCE F-DISTRICT TIME REPORTS-RP 361 G-DOCTOR'S SLIP TO RETURN TO WORK/MODIFIED WORK DISABILITY H-DUTY CERTIFICATE-PDAS 43 I-EMPLOYEE EVALUATION REPORT-PDAS 28 J-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS-FG 166 K-GRIEVANCE APPEAL-FG 164 L-GRIEVANCE INITIATION M-GRIEVANCE RESPONSE-FG 163 N-LIGHT DUTY CREW ASSIGNMENTS AUTHORIZATION-LDC 1A O-LIGHT DUTY CREW PHYSICAL LIMITATIONS P-MEMORANDUMS Q-MILITARY ORDERS R-NOTICE OF APPOINTMENT & ASSIGNMENT-RP 215R S-NOTICE OF COMMENDATION-FG 79 T-NOTICE TO CORRECT DEFICIENCIES-FG 78 U-NOTIFICATION OF REASSIGNMENT-PP 902 V-OCCUPATIONAL INJURY REPORT-166 W-PAYROLL ADJUSTMENT MEMO-RP 371 X-PESTICIDE SAFETY TRAINING RECORD Y-PROBATIONARY AND PART-TIME EMPLOYEES-PERFORMANCE EVALUATION Z-SUBPOENA TO APPEAR IN COURT								
/REC/200/	O007.	EQUIPMENT INVENTORY CARD FILE (NUMERICAL FILE ) RECORD TYPES:	SU+2	SU+2		N	N	N		
/REC/200/	O008.	EQUIPMENT INVENTORY SUMMARY (NUMERICAL AND DISTRICT LISTS ) RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/200/	O009.	FACILITY FILE	PE	PE		N	N	N		

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

**Records of: RECREATION AND PARKS/VALLEY REGION ADMINISTRATION**  
**/REC/200/**

*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	
		(PURGE DUPLICATE MATERIALS; RECORDS ARE IN OTHER MEDIA, IE., MAPS, PHOTOGRAPHS...) RECORD TYPES: A-AREA JOB ORDERS B-BOARD REPORTS C-BROCHURES D-CHANGE ORDERS E-CONCESSION INSPECTION REPORTS F-CORRESPONDENCE G-COST OF PROJECTS H-DEDICATION PROGRAMS I-FIELD TRIP INSPECTION REPORTS J-FINANCIAL REPORTS K-FIRE/LIFE SAFETY VIOLATION FORMS-F 340C L-INSPECTORS REPORT OF CONTRACT WORK-RP 214 M-INTRADEPARTMENTAL ORDERS-GEN 34 N-INVOICES O-JOB ORDERS-152A P-LANDSCAPE IRRIGATION CONTRACT GUARANTEE Q-LETTERS R-MAPS AND PLANS S-MATERIAL EXPENSES T-MEMORANDUMS U-PHOTOGRAPHS V-PURCHASE REQUISITIONS-DS 1A W-SAFETY REFERENCE MATERIALS X-TRAFFIC CONTROL REPORTS-DT 76 Y-WORK ASSIGNMENTS								
/REC/200/	O010.	GENERAL PERMITS (RP 090) FORM: RP 090 RECORD TYPES:	EX+2			N	N	N		
/REC/200/	O011.	GOLF COURSE PATROL LOG (RP 480) FORM: RP 480 RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/200/	O012.	OVERNIGHT CAMPERS PERMIT (RP 129)	EX+2			N	N	N		

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**Records of: RECREATION AND PARKS/VALLEY REGION ADMINISTRATION**

**/REC/200/**

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type					
			Office	Total	V	H	C	L					
		FORM: RP 129 RECORD TYPES:											
/REC/200/	O013.	PERSONNEL CARD FILE RECORD TYPES:	TE+2	TE+2			N	N	N				
/REC/200/	O014.	PICNIC PERMITS (RP 41A) FORM: RP 41A RECORD TYPES:	EX+2				N	N	N				
/REC/200/	O015.	SPECIAL OCCURRENCE AND LOSS REPORT (RP 218) (USED FOR LAWSUITS) FORM: RP 218 RECORD TYPES: Legal	CL+10	CL+10			N	N	N				
/REC/200/	O016.	WEEKLY GOLF ATTENDANCE REPORT (RP 358) FORM: RP 358 RECORD TYPES:	TO+2	TO+2			N	N	N				

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**Original Records**

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/RANGER STATION**  
**/REC/202/**

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			Office	Total	Code	V	H	C	L	
/REC/202/	O	ORIGINAL RECORDS								
/REC/202/	O001.	CITATION CANCELLATION REQUEST (LAPD 4.45) FORM: LAPD 4.45 RECORD TYPES:	TO+2	TO+5		N	N	N		
/REC/202/	O002.	COURT REFERRAL - REFERRAL FORM (PROB 1081) FORM: PROB 1081 RECORD TYPES:	TO+2	TO+10		N	N	N		
/REC/202/	O003.	DAILY FIELD ACTIVITIES REPORT (RPO 333) FORM: RPO 333 RECORD TYPES:	TO+10	TO+10		N	N	N		
/REC/202/	O004.	GENERAL PERMITS (RP 190) FORM: RP 190 RECORD TYPES:	TO+10	TO+10		N	N	N		
/REC/202/	O005.	NOTICE OF PARKING VIOLATION RECORD TYPES:	TO+10	TO+10		N	N	N		
/REC/202/	O006.	PICNIC RESERVATIONS (PR 41) FORM: PR 41 RECORD TYPES:	AR+2	AR+2		N	N	N		

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**Original Records**

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/RANGER STATION**  
**/REC/202/**

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			Office	Total	Code	V	H	C
/REC/202/	O007.	RADIO TRANSMISSION LOGS RECORD TYPES:	TO+2	TO+10		N	N	N
/REC/202/	O008.	RANGER WORK SCHEDULES RECORD TYPES:	TO+2	TO+10		N	N	N
/REC/202/	O009.	SPECIAL EVENT PERMIT APPLICATION RECORD TYPES:	TO+2	TO+2		N	N	N
/REC/202/	O010.	WEEKEND REPORT RECORD TYPES:	TO+2	TO+5		N	N	N

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (AUTO PARTS)**

**/REC/211A/** *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				
/REC/211A/	O	ORIGINAL RECORDS											
/REC/211A/	O001.	CONSIGNMENT INVENTORY LISTING RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/211A/	O002.	SUPPLY CONSIGNMENT FILE (NON-RECORD MATERIAL ) RECORD TYPES:	AU+2	AU+2		N	N	N					
/REC/211A/	O003.	VENDOR ACCOUNT (309) LOG RECORD TYPES:	AU+2	AU+2		N	N	N					

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**City of Los Angeles**  
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**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (CONTRACTS)**  
**/REC/211B/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L	
/REC/211B/	O	ORIGINAL RECORDS								
/REC/211B/	O001.	BLANKET AUTHORITY FILE RECORD TYPES: A-PURCHASE ORDERS-DS/S2 B-RECAP OF SUB-PURCHASE ORDERS	AU+2	AU+2		N	N	N		
/REC/211B/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/211B/	O003.	OFFICE PROCEDURE MANUAL RECORD TYPES:	SU+2	SU+2		N	N	N		
/REC/211B/	O004.	REQUEST FOR PURCHASE OF NON-STOCK SUPPLIES (135 A) FORM: 135 A RECORD TYPES:	AU+2	AU+2		N	N	N		
/REC/211B/	O005.	SUB PURCHASE ORDERS (GEN 9) (TO BE DELETED; ON REC 211B DUP SCHED AS #9 ) FORM: GEN 9 RECORD TYPES:	AU+2	AU+2		N	N	N		
/REC/211B/	O006.	SUB PURCHASE ORDER LOG BOOKS (TO BE DELETED PER APPR'D REV 1; IT IS A DUPLICATE RECORD - SEE REC 40B) RECORD TYPES:	AU+2	AU+2		N	N	N		

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

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (CONTRACTS)**

**/REC/211B/** *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

/REC/211B/	O007.	YEARLY STORES STOCK FORECAST (STORES SUPERVISORS OFFICE) RECORD TYPES:	TO+2	TO+2		N	N	N			
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (NON-CONTRACT**  
**/REC/211C/**

*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		
/REC/211C/	O	ORIGINAL RECORDS									
/REC/211C/	O001.	CENTRAL STORES STOCK RECORDS (RP114.1A) (TERMINATION OF STOCK ITEM PLUS TWO YEARS ) FORM: RP114.1A RECORD TYPES:	TE+2	TE+2			N	N	N		
/REC/211C/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2			N	N	N		
/REC/211C/	O003.	DELIVERY ORDER (RP111) FORM: RP111 RECORD TYPES:	TO+2	TO+2			N	N	N		
/REC/211C/	O004.	OFFICE PROCEDURE MANUAL RECORD TYPES:	SU+2	SU+2			N	N	N		
/REC/211C/	O005.	REQUEST FOR PURCHASES OF NON-STOCK LOG (135A) FORM: 135A RECORD TYPES:	TO+2	TO+2			N	N	N		
/REC/211C/	O006.	STORES MULTI-USE FORM LOG RECORD TYPES:	TO+2	TO+2			N	N	N		

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

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (NON-CONTRACT**

**/REC/211C/** *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				
/REC/211C/	O007.	SUPPLY SOURCE REFERENCE CARD INDEX RECORD TYPES:	CL+2	CL+2				N	N	N			
/REC/211C/	O008.	VENDORS ADDRESS REFERENCE CARD INDEX RECORD TYPES:	CL+2	CL+2				N	N	N			
/REC/211C/	O009.	VENDORS ON CONTRACT REFERENCE INDEX RECORD TYPES:	CL+2	CL+2				N	N	N			

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**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

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

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

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

**Records of: RECREATION AND PARKS/PLANNING & DEVELOPMENT/OPERATIONS ANALYSIS**  
**/REC/23/**

*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				
/REC/23/	O	ORIGINAL RECORDS											
/REC/23/	O001.	APPLICATION HANDBOOK RECORD TYPES:	SU+2	SU+2		N	N	N					
/REC/23/	O002.	BI-WEEKLY WORK PROGRAMS RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/23/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+5		N	N	N					
/REC/23/	O004.	FACILITY MAPS RECORD TYPES:	SU+2	SU+2		N	N	N					
/REC/23/	O005.	METHODS TIME MEASUREMENT MASTER DATA FORMULA RECORD TYPES:	SU+2	SU+2		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CONSTRCTN & REPAIR ADMIN.**  
**/REC/230/**

*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	
/REC/230/	O	ORIGINAL RECORDS								
/REC/230/	O001.	CRAFT REGISTER (USED FOR LAW SUITS) RECORD TYPES: Legal	TO+10	TO+10		N	N	N		
/REC/230/	O002.	DAILY ASSIGNMENT SHEETS RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/230/	O003.	FACILITY CARDS (USED FOR LAW SUITS) RECORD TYPES: Legal	TO+10	TO+10		N	N	N		
/REC/230/	O004.	JOB ORDERS/LONG FORM (152 A) FORM: 152 A RECORD TYPES: A-METROPOLITAN REGION B-PACIFIC REGION C-VALLEY REGION	TO+10	TO+10		N	N	N		
/REC/230/	O005.	JOB ORDER REGISTER (USED FOR LAW SUITS) RECORD TYPES: Legal	TO+10	TO+10		N	N	N		
/REC/230/	O006.	SURVEY DRAWINGS OF R&P FACILITIES & PROPERTIES ... (SERIES OF BOOKS) RECORD TYPES: Historical	PE	PE		N	Y	N		

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

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CONSTRCTN & REPAIR ADMIN.**

**/REC/230/** *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

/REC/230/	O007.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/PARK RANGER DIVISION**  
**/REC/236/**

*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			
/REC/236/	O	ORIGINAL RECORD SERIES										
/REC/236/	O001.	AUDITORIUM RENTALS/REVENUE	TO+1	TO+2	DO	N	N	Y				
/REC/236/	O002.	COMPUTER AIDED DISPATCH (CAD) Printouts	TO+1	TO+2	DO	N	N	Y				
/REC/236/	O003.	CRYSTAL SPRINGS RENTALS/REVENUE	TO+1	TO+2	DO	N	N	Y				
/REC/236/	O004.	DAILY FIELD ACTIVITY REPORTS (DFAR)	TO+5	TO+10	DO	Y	N	Y				
/REC/236/	O005.	MONTHLY REPORTS	TO+2	TO+10	DO	N	N	N				
/REC/236/	O006.	NOTICE TO APPEAR/RELEASE FROM CUSTODY CITATIONS	TO+2	TO+10	DO	N	N	Y				
/REC/236/	O007.	NOTICE TO APPEAR TRAFFIC CITATIONS	TO+2	TO+10	DO	N	N	Y				
/REC/236/	O008.	PARKING CITATIONS/VIOLATIONS	TO+1	TO+2	DO	N	N	Y				
/REC/236/	O009.	PERSONNEL RECORDS (FORWARD DEPARTMENTAL EMPLOYEE FOLDER TO NEW DEPARTMENT IF EMPLOYEE TRANSFERS OR TO PERSONNEL IF RETIRED OR SEPARATED FROM CITY) a. Employee training certs b. Hiring info c. Memos d. Disciplinary actions.	TO+5	TE+10	DO	Y	N	Y				
/REC/236/	O010.	SPECIAL OCCURENCE & LOSS REPORTS (SOLR)	TO+5	TO+10	DO	Y	N	Y				
/REC/236/	O011.	TIMESHEETS	TO+1	TO+2	DO	N	N	Y				
/REC/236/	O012.	TRANSMISSION LOGS	TO+1	TO+2	DO	N	N	Y				
/REC/236/	O013.	ALPHABETICAL FILES	TO+2	TO+10	DO	N	N	Y				

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL AREA MAINTENANCE**  
**/REC/320/**

*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	
/REC/320/	O	ORIGINAL RECORDS								
/REC/320/	O001.	AREA JOB ORDER LOG RECORD TYPES:	TO+5	TO+10		N	N	N		
/REC/320/	O002.	AREA JOB ORDER FILES RECORD TYPES: A-AREA JOB ORDERS-152-C B-JOB ORDERS-152-A	TO+5	TO+10		N	N	N		
/REC/320/	O003.	BUDGET RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/320/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/REC/320/	O005.	FACILITY FILE RECORD TYPES: A-APPLICATION FOR USE OF BUILDING-61232 B-BUILDING USE PERMIT-RP-17 C-CORRESPONDENCE D-COUNCIL ACTION E-NON-EMPLOYEE ACCIDENT OR ILLNESS REPORT-GEN 87 F-SPECIAL OCCURRENCE AND LOSS REPORT-218 G-WORK ASSIGNMENT-RP 227	TO+5	TO+10		N	N	N		

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL AREA MAINTENANCE**  
**/REC/320/**

*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
/REC/320/	O006.	F-SPECIAL OCCURRENCE AND LOSS REPORT-218 PARK PERMITS (RP 190) FORM: RP 190 RECORD TYPES:	TO+5	TO+10		N	N	N	
/REC/320/	O007.	PARK PERMIT LOG RECORD TYPES:	TO+5	TO+10		N	N	N	
/REC/320/	O008.	TRIPPLICATE RECEIPT BOOK (RP 33) (TRANSFER TO R & P ACCOUNTING DIV.) FORM: RP 33 RECORD TYPES:	CL	CL		N	N	N	
/REC/320/	O009.	WORK ASSIGNMENT LOG RECORD TYPES:	TO+2	TO+2		N	N	N	

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/EAST AREA MAINTENANCE**  
**/REC/330/**

*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	
/REC/330/	O	ORIGINAL RECORDS								
/REC/330/	O001.	AREA JOB ORDER LOG (USED FOR LAW SUITS) RECORD TYPES: Legal	TO+5	TO+10		N	N	N		
/REC/330/	O002.	AREA JOB ORDERS (152-C) (USED FOR LAW SUITS) FORM: 152-C RECORD TYPES: Legal	TO+5	TO+5		N	N	N		
/REC/330/	O003.	BUDGET RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/330/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/REC/330/	O005.	EAST AREA PERMIT SCHEDULE RECORD TYPES:	AU+2	AU+2		N	N	N		
/REC/330/	O006.	FACILITY FILE RECORD TYPES:	TO+5	TO+10		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**  
**Original Records**

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/EAST AREA MAINTENANCE**  
**/REC/330/**

*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
		A-APPLICATION FOR USE OF BUILDING-61232 B-BUILDING USE PERMIT-RP 17 C-CORRESPONDENCE D-COUNCIL ACTION E-NON-EMPLOYEE ACCIDENT OR ILLNESS REPORT F-SPECIAL OCCURRENCE AND LOSS REPORT-218 G-WORK ASSIGNMENT-RP 227							
/REC/330/	O007.	F-SPECIAL OCCURRENCE AND LOSS REPORT-218 JOB ORDERS (152-A) (USED FOR LAW SUITS) FORM: 152-A RECORD TYPES: Legal	TO+5	TO+10		N	N	N	
/REC/330/	O008.	PARK PERMITS (RP 190) FORM: RP 190 RECORD TYPES:	TO+5	TO+10		N	N	N	
/REC/330/	O009.	PARK PERMIT LOG RECORD TYPES:	TO+5	TO+10		N	N	N	
/REC/330/	O010.	PICNIC RESERVATIONS (RP 41) FORM: RP 41 RECORD TYPES:	AU+2	AU+2		N	N	N	
/REC/330/	O011.	TRIPPLICATE RECEIPT BOOK (RP 33) (TRANSFER TO R & P ACCOUNTING DIV.) FORM: RP 33 RECORD TYPES:	CL	CL		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**  
**Original Records**

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/EAST AREA MAINTENANCE**

**/REC/330/** *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
/REC/330/	O012.	WORK ASSIGNMENT LOG RECORD TYPES: A-CORRESPONDENCE B-WORK ASSIGNMENT-RP 227	CL+2	CL+2		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**  
**Original Records**

**Records of: RECREATION AND PARKS/PACIFIC REGION/ADMINISTRATIVE UNIT**

**/REC/400A/** *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			
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/REC/400A/	O	ORIGINAL RECORDS							
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/REC/400A/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

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

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

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

**Records of: RECREATION AND PARKS/PACIFIC REGION/AQUATICS**

**/REC/400B/**

*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			
/REC/400B/	0	ORIGINAL RECORDS							
/REC/400B/	0001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/PACIFIC REGION/CAMPS**  
**/REC/400C/**

*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				
/REC/400C/	O	ORIGINAL RECORDS											
/REC/400C/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N					
/REC/400C/	O002.	NON-EMPLOYEE ACCIDENT REPORT (FG87) (USED FOR LAW SUITS) FORM: FG87 RECORD TYPES: Legal	CL+10	CL+10		N	N	N					
/REC/400C/	O003.	SPECIAL OCCURRENCE AND LOSS REPORT (RP218) (USED FOR LAW SUITS) FORM: RP218 RECORD TYPES: Legal	CL+10	CL+10		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: RECREATION AND PARKS/PACIFIC REGION/SENIOR CITIZENS**  
**/REC/400D/**

*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				
/REC/400D/	O	ORIGINAL RECORDS											
/REC/400D/	O001.	BUS APPLICATIONS RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/400D/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N					
/REC/400D/	O003.	FINANCIAL STATEMENT/SENIOR CITIZENS (RP309) FORM: RP309 RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/400D/	O004.	NON-EMPLOYEE ACCIDENT REPORT (FG87) FORM: FG87 RECORD TYPES:	CL+10	CL+10		N	N	N					
/REC/400D/	O005.	SENIOR CITIZEN CLUB TRIP REPORT (RP466) FORM: RP466 RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/400D/	O006.	SENIOR CITIZEN MONTHLY NEWSLETTER (REC SERIES DESIGNATED HISTORICAL PER RETEN SCHED; SEND 4 COPIES TO CITY ARHIVES) RECORD	TO+2	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**  
**Original Records**

**Records of: RECREATION AND PARKS/PACIFIC REGION/SENIOR CITIZENS**

**/REC/400D/**

*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

TYPES:

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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: RECREATION AND PARKS/PACIFIC REGION/SOUTH AREA**

**/REC/400E/**

*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
/REC/400E/	O	ORIGINAL RECORDS							
/REC/400E/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/REC/400E/	O002.	HARBOR VIEW CEMETARY RECORDS (SEND 4 COPIES TO CITY ARCHIVES; REC SERIES HAS VARIED MEDIA FORMAT, IE., MAPS...) RECORD TYPES: Historical A-BURIAL LOGS B-GRAVE/PLOT MAP C-RECEIPT BOOKS	PE	PE		N	Y	N	
/REC/400E/	O003.	JOB ORDER FILES (FG152) FORM: FG152 RECORD TYPES:	CL+2	CL+2		N	N	N	
/REC/400E/	O004.	PERMIT FILES RECORD TYPES: A-BUILDING USE PERMITS-RP17 B-GENERAL PERMITS-RP190	EX+2			N	N	N	

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**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/PACIFIC REGION/WEST AREA**

**/REC/400F/**

*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			
/REC/400F/	O	ORIGINAL RECORDS										
/REC/400F/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N				
/REC/400F/	O002.	JOB ORDER FILES (FG152) FORM: FG152 RECORD TYPES:	CL+2	CL+2		N	N	N				
/REC/400F/	O003.	PERMIT FILES RECORD TYPES:	EX+2			N	N	N				
/REC/400F/	O004.	STARTER SHEET/LOS ANGELES MUNICIPAL GOLF COURSE (RP205) FORM: RP205 RECORD TYPES:	TO+2	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**  
**Original Records**

**Records of: RECREATION AND PARKS/PACIFIC REGION/WEST SHORELINE DIST.**  
**/REC/400G/**

*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				
/REC/400G/	O	ORIGINAL RECORDS											
/REC/400G/	O001.	CLERICAL REQUESTS RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/400G/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N					
/REC/400G/	O003.	FINANCIAL STATEMENT/SENIOR CITIZENS (RP309) ( R & P ACCOUNTING DIVISION ) FORM: RP309 RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/400G/	O004.	NON-EMPLOYEE ACCIDENT REPORT (FG87) (USED FOR LAW SUITS DESIGNATE THIS RECORD AS LEGAL ) FORM: FG87 RECORD TYPES:	CL+10	CL+10		N	N	N					
/REC/400G/	O005.	OFF-GROUNDS RECORD (COVERAGE LOG) RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/400G/	O006.	PART TIME HOURS REPORT RECORD TYPES:	TO+2	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**  
**Original Records**

**Records of: RECREATION AND PARKS/PACIFIC REGION/WEST SHORELINE DIST.**

**/REC/400G/**

*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			
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/REC/400G/	O007.	WEEKLY ATTENDANCE REPORT (M-2585) FORM: M-2585 RECORD TYPES:	TO+2	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**  
**Original Records**

**Records of: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/CABRILLO MARINE MUSEUM**  
**/REC/401/**

*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	
/REC/401/	O	ORIGINAL RECORDS								
/REC/401/	O001.	ACCESSION PHOTOGRAPH NEGATIVES RECORD TYPES: Historical	PE	PE		N	Y	N		
/REC/401/	O002.	ACCESSION FILE (REC SERIES HAS VARIED MEDIA FORMAT IE ,PHOTOS, MAGAZINES ...) RECORD TYPES: Historical A-CORRESPONDENCE B-PHOTOS C-PUBLICATIONS	PE	PE		N	Y	N		
/REC/401/	O003.	ACQUISITIONS CARD FILE RECORD TYPES: Historical	PE	PE		N	Y	N		
/REC/401/	O004.	ACQUISITIONS UNCATALOGUED RECORD TYPES:	TO+7	TO+7		N	N	N		
/REC/401/	O005.	BOAT MAINTENANCE LOG RECORD TYPES:	CL+2	CL+2		N	N	N		
/REC/401/	O006.	BUDGET REQUESTS AND EXPENDITURES RECORD TYPES:	TO+5	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**  
**Original Records**

**Records of: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/CABRILLO MARINE MUSEUM**  
**/REC/401/**

*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
		A-BUDGET FORMS B-BUDGET INSTRUCTIONS C-CONTRACTS D-CORRESPONDENCE E-DAILY STATEMENT OF BUDGET CONDITION-9032 F-DEPARTMENT ANNUAL BUDGET G-GENERAL LEDGER H-INVOICES I-MILEAGE STATEMENTS-CONT 2053 J-PURCHASE ORDERS-GS/S-2 K-PURCHASE ORDER CHANGE-GS/S6 L-REQUEST FOR PURCHASE OF NON-STOCK SUPPLIES-135A M-STORES MULTI-USE FORM-GS/MM1 N-SUB PURCHASE ORDERS-GEN. 9							
/REC/401/	O007.	COLLECTION FILE RECORD TYPES: Historical A-CARDS B-PRINTOUTS C-REPORTS	PE	PE		N	Y	N	
/REC/401/	O008.	CORRESPONDENCE AND SUBJECT FILES (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER HISTORICAL...) RECORD TYPES:	AR+2	AR+2		N	N	N	
/REC/401/	O009.	EQUIPMENT INVENTORY RECORD TYPES:	SU+2	SU+2		N	N	N	
/REC/401/	O010.	EXHIBIT NARRATIVES RECORD TYPES:	PE	PE		N	N	N	
/REC/401/	O011.	EXHIBIT RESEARCH FILE	PE	PE		N	Y	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: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/CABRILLO MARINE MUSEUM**

**/REC/401/** *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			
		RECORD TYPES: Historical A-ILLUSTRATIONS B-NOTES C-PUBLICATION MATERIALS										
/REC/401/	O012.	JOHN OLGUIN TRUST ACCOUNT (CHECK FLOW ACCOUNT) RECORD TYPES: A-CHECK BOOK B-DEPOSIT SPREADSHEET C-RECEIPT BOOK	TO+2	TO+2				N	N	N		
/REC/401/	O013.	MINUTES OF MEETINGS RECORD TYPES: Historical	PE	PE				N	Y	N		
/REC/401/	O014.	MUSEUM BROCHURES, NEWSLETTERS AND PUBLICATIONS (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; SEND 4 COPIES TO ARCHIVES) RECORD TYPES:	SU+2	SU+2				N	N	N		
/REC/401/	O015.	PHOTOGRAPHS/PROGRAMS/EVENTS/ETC. (TRANSFER TO CITY ARCHIVES) RECORD TYPES:	TO+10	PE				N	N	N		
/REC/401/	O016.	PROGRAMS FILE RECORD TYPES: A-CORRESPONDENCE B-PUBLICATIONS	AR+2	AR+2				N	N	N		
/REC/401/	O017.	PUBLIC RELATIONS MATERIALS (TRANSFER TO CITY ARCHIVES; REC SERIES HAS VARIED MEDIA FORMAT) RECORD TYPES: A-NEWSPAPER CLIPPINGS	AR	PE				N	N	N		

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

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

**Records of: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/CABRILLO MARINE MUSEUM**  
**/REC/401/**

*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
B-PHOTOGRAPHS									
/REC/401/	O018.	REFERENCE LIBRARY CARDS RECORD TYPES:	SU+2	SU+2		N	N	N	
/REC/401/	O019.	SEAWATER SYSTEM LOG RECORD TYPES:	CL+10	CL+10		N	N	N	
/REC/401/	O020.	SLIDES/REFERENCE AND TRAINING (2X2) RECORD TYPES:	AR+2	AR+2		N	N	N	
/REC/401/	O021.	SUBJECT FILE (AQUARIST LAB) RECORD TYPES:	AR+2	AR+2		N	N	N	
/REC/401/	O022.	SUPPLY ORDER CARDS RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/401/	O023.	TANK MAINTENANCE LOG RECORD TYPES:	CL+2	CL+2		N	N	N	

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

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

**Records of: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/CABRILLO MARINE MUSEUM**  
**/REC/401/**

*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
/REC/401/	O024.	TOUR CONFIRMATIONS (RP 0399) FORM: RP 0399 RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/401/	O025.	TOUR REGISTRATION CARDS RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/401/	O026.	TRAINING CLASS FILE RECORD TYPES: A-CURRICULUM OF DOCENTS B-RESEARCH NOTE	SU+2	SU+2		N	N	N	
/REC/401/	O027.	VOLUNTEERS FILE RECORD TYPES: A-CORRESPONDENCE B-MAILING LISTS C-ROSTERS D-TRAINING NOTICES E-TREASURER'S REPORTS	TO+2	TO+2		N	N	N	
/REC/401/	O028.	WATER QUALITY REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/401/	O029.	WATER REPORTS (PUMP HOUSE) RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/401/	O030.	WHALEWATCH ANNUAL REPORTS	TO+5	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**  
**Original Records**

**Records of: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/CABRILLO MARINE MUSEUM**

**/REC/401/** *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

(REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; SEND 4 COPIES TO ARCHIVES) RECORD TYPES:

/REC/401/	O031.	WHALEWATCH PROGRAMS RECORD TYPES: A-LECTURE SCHEDULES B-MINUTES C-NOTES D-PROGRAM GUIDELINES E-REPORTS	TO+5	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**  
**Original Records**

**Records of: RECREATION AND PARKS/ACCOUNTING CHIEF ACCOUNTANT**

**/REC/40A/** *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
/REC/40A/	0	ORIGINAL RECORDS							

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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: RECREATION AND PARKS/ACCOUNTING (APPROPRIATION)**  
**/REC/40B/**

*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			
/REC/40B/	O	ORIGINAL RECORDS										
/REC/40B/	O001.	AUTHORITY FOR EXPENDITURE (AFE) (GEN 40) FORM: GEN 40 RECORD TYPES: A-INVOICES B-YEARLY ORDER RECORD-RP 124	TO+5	TO+5		N	N	N				
/REC/40B/	O002.	BUDGET CODING FORM (RP 1606) FORM: RP 1606 RECORD TYPES:	TO+2	TO+2		N	N	N				
/REC/40B/	O003.	CONTRACTS RECORD TYPES: A-PURCHASE ORDER CHANGE-DS 6 B-REQUEST TO ENCUMBER FUNDS-GEN 106 C-YEARLY ORDER RECORD-RP 124	TO+2	TO+5		N	N	N				
/REC/40B/	O004.	INTERDEPARTMENTAL ORDER (IDO) (GEN 34) FORM: GEN 34 RECORD TYPES: A-YEARLY ORDER RECORD-RP 124	TO+2	TO+2		N	N	N				
/REC/40B/	O005.	INTERNAL DEMAND (1 C) FORM: 1 C RECORD TYPES: A-INTERNAL DEMAND TRANSMITTAL-GEN 5 B-YEARLY ORDER RECORD-RP 124	TO+5	TO+5		N	N	N				
/REC/40B/	O006.	PETTY CASH RECORD TYPES:	TO+3	TO+5		N	N	N				

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

**Records of: RECREATION AND PARKS/ACCOUNTING (APPROPRIATION)**  
**/REC/40B/**

*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
		A-LIST OF CHECKS B-PERSONAL EXPENSE STATEMENT-GEN 16							
/REC/40B/	O007.	PURCHASE ORDER YEARLY (DS 2) FORM: DS 2 RECORD TYPES: A-PURCHASE ORDER CHANGE-DS 6 B-REQUEST TO ENCUMBER FUNDS-GEN 106 C-YEARLY ORDER RECORD-RP 124	TO+2	TO+5		N	N	N	
/REC/40B/	O008.	REQUEST FOR PURCHASE OF NON-STOCK SUPPLIES (135 A) FORM: 135 A RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/40B/	O009.	SUB PURCHASE ORDERS (GEN 9) FORM: GEN 9 RECORD TYPES:	TO+2	TO+2		N	N	N	

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

**Records of: RECREATION AND PARKS/ACCOUNTING (COST)**  
**/REC/40C/**

*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				
/REC/40C/	O	ORIGINAL RECORDS											
/REC/40C/	O001.	AGED OPEN PAYMENT VOUCHERS RECORD TYPES:	TO+2	TO+7		N	N	N					
/REC/40C/	O002.	CARDS ADDED RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/40C/	O003.	CARFARE STATEMENTS (RP 382) FORM: RP 382 RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/40C/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N					
/REC/40C/	O005.	DEMAND DISTRIBUTION SUMMARY/RECAP RECORD TYPES:	TO+2	TO+7		N	N	N					
/REC/40C/	O006.	DEMAND REGISTER RECORD TYPES:	TO+2	TO+7		N	N	N					

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

**Records of: RECREATION AND PARKS/ACCOUNTING (COST)**  
**/REC/40C/**

*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
/REC/40C/	O007.	DEPARTMENT TRANSFER RECORD TYPES:	TO+2	TO+7		N	N	N
/REC/40C/	O008.	DETAIL OF DEPARTMENT TRANSFERS RECORD TYPES:	TO+2	TO+7		N	N	N
/REC/40C/	O009.	DETAIL FINANCIAL STATUS RECORD TYPES:	TO+2	TO+7		N	N	N
/REC/40C/	O010.	DETAIL TRIAL BALANCE BY ACCOUNTING DISTRIBUTION RECORD TYPES:	TO+2	TO+7		N	N	N
/REC/40C/	O011.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP 967) FORM: RP 967 RECORD TYPES:	TO+2	TO+7		N	N	N
/REC/40C/	O012.	LABOR DISTRIBUTION RECORD TYPES: A-COMBINED LABOR DISTRIBUTION SUMMARY/RECAP B-LABOR DISTRIBUTION CORRECTIONS C-LABOR DISTRIBUTION SUMMARY/RECAP	TO+2	TO+7		N	N	N

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

**Records of: RECREATION AND PARKS/ACCOUNTING (COST)**  
**/REC/40C/**

*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
/REC/40C/	O013.	LABOR TO WORK ORDER SUMMARY/RECAP RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/40C/	O014.	LAND AND EQUIPMENT USAGE RECORD TYPES:	PE	PE		N	N	N	
/REC/40C/	O015.	MILEAGE AUTHORIZATIONS RECORD TYPES:	TE+2	TE+2		N	N	N	
/REC/40C/	O016.	MILEAGE REIMBURSEMENT REPORT RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40C/	O017.	MONTHLY CASH JOURNAL RECORD TYPES: A-GRANT FUND CASH JOURNAL B-MONTHLY CASH JOURNAL C-MONTHLY CASH SUMMARY	TO+2	TO+7		N	N	N	
/REC/40C/	O018.	MONTHLY WORK ORDER RUN A/B RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40C/	O019.	NURSERY REQUISITION (85)	TO+2	TO+2		N	N	N	

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

**Records of: RECREATION AND PARKS/ACCOUNTING (COST)**

**/REC/40C/** *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				
		FORM: 85 RECORD TYPES:										
/REC/40C/	O020.	QUARTERLY WORK ORDER SUMMARY RUN RECORD TYPES:	TO+2	TO+7	N	N	N					
/REC/40C/	O021.	REVENUE AND COST GENERAL LEDGER RECORD TYPES:	TO+10	TO+10	N	N	N					
/REC/40C/	O022.	REVENUE AND COST LIST RECORD TYPES:	TO+2	TO+7	N	N	N					
/REC/40C/	O023.	REVENUE AND SUMMARY/RECAP RECORD TYPES:	TO+2	TO+7	N	N	N					
/REC/40C/	O024.	REVENUE/COST REPORT A AND B RECORD TYPES: A-COST RUN A/B FOR BOARD REPORT B-REVENUE RUN A/B FOR CONTROLLER REPORT	TO+5	TO+5	N	N	N					
/REC/40C/	O025.	SELF-SUSTAINING COURSE APPLICATION (RP 55) FORM: RP 55 RECORD TYPES:	TO+2	TO+7	N	N	N					

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**City of Los Angeles**  
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**Original Records**

**Records of: RECREATION AND PARKS/ACCOUNTING (COST)**

**/REC/40C/** *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
/REC/40C/	O026.	SUMMARY TRIAL BALANCE RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40C/	O027.	WEEKLY TIME SHEET - W/O (5054) FORM: 5054 RECORD TYPES:	TO+2	TO+7		N	N	N	

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**City of Los Angeles**  
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**Original Records**

**Records of: RECREATION AND PARKS/ACCOUNTING MUNICIPAL RECREATION PROGRAMS**  
**/REC/40D/**

*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	
/REC/40D/	O	ORIGINAL RECORDS								
/REC/40D/	O001.	ACCOUNT RECONCILEMENT CERTIFICATION REGISTER CONSOLIDATED (ER-125) FORM: ER-125 RECORD TYPES:	TO+2	TO+7		N	N	N		
/REC/40D/	O002.	BAD CHECKS WRITTEN OFF RECORD TYPES: A-CHECKS B-LIST OF PRIORS	TO+2	TO+7		N	N	N		
/REC/40D/	O003.	CASH ADVANCE & DISPOSITION REQUEST (RPO722) FORM: RPO722 RECORD TYPES:	TO+2	TO+7		N	N	N		
/REC/40D/	O004.	CASHIERS' DAILY BALANCE RECORD TYPES: A-DAILY CASH REPORT & TRANSMITTAL B-MUNICIPAL SPORTS ACCOUNTING (DAILY RECAP OF CASH RECEIPTS) C-SUPPLEMENTAL REPORT-RPMS 31	TO+2	TO+7		N	N	N		
/REC/40D/	O005.	GENERAL JOURNAL VOUCHER (LGFA) FORM: LGFA RECORD TYPES:	TO+2	TO+7		N	N	N		
/REC/40D/	O006.	BAD CHECK STUBS (ORIGINAL ISSUED TO PAYEE) RECORD TYPES:	TO+2	TO+7		N	N	N		

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

**Records of: RECREATION AND PARKS/ACCOUNTING MUNICIPAL RECREATION PROGRAMS**

**/REC/40D/** *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
/REC/40D/	O007.	MUNICIPAL SPORTS RECEIPT (RP 0721) (ORIGINAL ISSUED TO PATRON ) FORM: RP 0721 RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40D/	O008.	OFFICIAL PAYMENT VOUCHER (RP 0725) FORM: RP 0725 RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40D/	O009.	PAYMENT VOUCHERS (RP 0726) FORM: RP 0726 RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40D/	O010.	PURCHASE ORDER ON MUNICIPAL SPORTS ACCOUNT (RP 1009) (ORIGINAL ISSUED TO VENDOR ) FORM: RP 1009 RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40D/	O011.	SCHEDULE PAYMENT TURNAROUND REPORT (A 655) FORM: A 655 RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40D/	O012.	TEAM BOND CARD (C61-0335) FORM: C61-0335 RECORD TYPES:	PE	PE		N	N	N	

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**City of Los Angeles**  
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**Records of: RECREATION AND PARKS/ACCOUNTING MUNICIPAL RECREATION PROGRAMS**

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

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			Office	Total	Code	V	H	C	L		
/REC/40D/	O013.	VOUCHER PAYMENT CHECK REGISTER (A 657) FORM: A 657 RECORD TYPES:	TO+2	TO+7		N	N	N			

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**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: RECREATION AND PARKS/ACCOUNTING (REVENUE)**

**/REC/40E/** *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	
/REC/40E/	O	ORIGINAL RECORDS								
/REC/40E/	O001.	ACKNOWLEDGEMENT AND REPORT - ZOO PETTY CASH FUND RECORD TYPES: A-LOS ANGELES ZOO - CASH ANALYSIS-M 2912	TO+1	TO+5		N	N	N		
/REC/40E/	O002.	BAD CHECK REGISTER RECORD TYPES:	TO+2	TO+7		N	N	N		
/REC/40E/	O003.	BUILDING USE PERMITS (RP 17) (ORIGINAL ISSUED TO PATRON ) FORM: RP 17 RECORD TYPES:	TO+1	TO+5		N	N	N		
/REC/40E/	O004.	CASH RECEIPTS TRANSMITTAL RECREATION CENTER (RP 0723) FORM: RP 0723 RECORD TYPES: A-CASH RECEIPTS TRANSMITTAL - CONTINUATION PAGE-RP 0724 B-CHECK LISTS-RPC 425 C-WEEKLY CASH REPORT & TRANSMITTAL-92	TO+2	TO+7		N	N	N		
/REC/40E/	O005.	CASHIERS' DAILY BALANCE SHEET (5) FORM: 5 RECORD TYPES: A-ADDING MACHINE TAPE	TO+2	TO+7		N	N	N		
/REC/40E/	O006.	CONCESSION LEDGER - PRIOR YEARS RECORD TYPES:	CL+1	CL+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**  
**Original Records**

**Records of: RECREATION AND PARKS/ACCOUNTING (REVENUE)**

**/REC/40E/** *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
/REC/40E/	O007.	DAILY CASH REPORT AND TRANSMITTAL - LOS ANGELES ZOO (RP 0469) FORM: RP 0469 RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40E/	O008.	DAILY CASH REPORT AND TRANSMITTAL - SWIMMING POOLS (RP 0180) FORM: RP 0180 RECORD TYPES: A-CHECK LISTS-RPC 425	TO+2	TO+7		N	N	N	
/REC/40E/	O009.	DAILY REPORT OF RECEIPTS AND TRANSMITTAL - GOLF COURSES (RP 175 & 1) FORM: RP 175 & 1 RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40E/	O010.	DAILY REPORT OF RECEIPTS AND TRANSMITTAL - TENNIS COURTS (0433) FORM: 0433 RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40E/	O011.	DAILY REPORT OF REVENUE AND CASH TRANSMITTAL - CAMPS (M748) FORM: M748 RECORD TYPES: A-CHECK LIST	TO+2	TO+7		N	N	N	
/REC/40E/	O012.	DAILY TRANSMITTAL RECEIPTS RECORD TYPES: A-ADDING MACHINE TAPE B-CORRESPONDENCE C-DUPLICATE RECEIPT-12	TO+3	TO+6		N	N	N	

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**Records of: RECREATION AND PARKS/ACCOUNTING (REVENUE)**  
**/REC/40E/**

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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	
		D-REFUND OF GREENS FEE ON GOLF CARD RENTAL FEES E-REGISTRATION CARD AND RECEIPT-RP 0720 F-TRIPLICATE RECEIPT-RP 33								
/REC/40E/	O013.	F-TRIPLICATE RECEIPT-RP 33 DEPT OPER'D REFRESHMENT STAND DAILY REPORT OF RECEIPTS ... (RP 0359) FORM: RP 0359 RECORD TYPES:	TO+2	TO+7		N	N	N		
/REC/40E/	O014.	DEPOSIT CERTIFICATE (SUBTITLES B & C ORIGINAL AT CONTROLLER) RECORD TYPES: A-DEPOSIT CERTIFICATE-GEN 2 B-INTERNAL DEMAND-GEN 1C C-JOURNAL VOUCHER-CONT 19A	TO+2	TO+7		N	N	N		
/REC/40E/	O015.	FORM ORDERING RECORD RECORD TYPES:	TO+2	TO+7		N	N	N		
/REC/40E/	O016.	FORM DISTRIBUTION REGISTER RECORD TYPES:	TO+2	TO+7		N	N	N		
/REC/40E/	O017.	FOUR - WEEKS PERIOD REPORTS RECORD TYPES: A-FOUR - WEEK CASH JOURNAL B-FOUR - WEEK CASH SUMMARY C-FOUR - WEEK CASH SUMMARY - CODE ACTIVITY	TO+1	TO+5		N	N	N		
/REC/40E/	O018.	GENERAL PERMITS (RP 190) (ORIGINAL ISSUED TO PATRON) FORM: RP 190 RECORD TYPES:	TO+1	TO+5		N	N	N		

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**Records of: RECREATION AND PARKS/ACCOUNTING (REVENUE)**  
**/REC/40E/**

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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
		A-GENERAL PERMIT - OVERNIGHT CAMPOUT-RP 0129 B-GENERAL PERMIT - DOG TRAINING CLASS-RP 0128							
/REC/40E/	O019.	GOLF COURSE PERMIT (RP 0487) (ORIGINAL ISSUED TO PATRON ) FORM: RP 0487 RECORD TYPES: A-ADDING MACHINE TAPES B-BANK DEPOSIT SLIP C-CASH RECEIPT-RP 33 D-CORRESPONDENCE E-DESK RECEIPTS-1145 F-MISCELLANEOUS RECEIPTS-5075 G-PERMIT FOR GOLF COURSE USE-RP0435 H-SUBSCRIPTION RECEIPTS	TO+1	TO+5		N	N	N	
/REC/40E/	O020.	F-MISCELLANEOUS RECEIPTS-5075 GRIFFITH OBSERVATORY - WEEKLY CASH REPORT AND TRANSMITTAL (RP 0349) (SUBTITLE C - ORIGINAL ISSUED BY BANK ) FORM: RP 0349 RECORD TYPES: A-CHECK LIST-RPC 425 B-COPY OF DEPOSIT SLIP C-PLANETARIUM TICKET SALES REPORT	TO+2	TO+7		N	N	N	
/REC/40E/	O021.	INVOICES RECORD TYPES: A-CORRESPONDENCE B-INVOICES-11 - B C-PURCHASE ORDERS D-TRAFFIC ACCIDENT REPORTS-LAPD 04.01	TO+3	TO+7		N	N	N	
/REC/40E/	O022.	INVOICE REGISTER RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40E/	O023.	LEASES RECORD TYPES:	EX+5			N	N	N	

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**Records of: RECREATION AND PARKS/ACCOUNTING (REVENUE)**  
**/REC/40E/**

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			Office	Total	Code	V	H	C	L
/REC/40E/	O024.	LOCKER RECEIPT BOOK (RP 56C) (ORIGINAL ISSUED TO PATRON ) FORM: RP 56C RECORD TYPES:	TO+3	TO+6		N	N	N	
/REC/40E/	O025.	MONTHLY CASH JOURNAL RECORD TYPES: A-GEN PURPOSE CARD PUNCHING FORM - PUNCHING INSTRUCTIONS-DSB-34 B-GRANT FUND CASH JOURNAL C-GRANT FUND SUMMARY D-MONTHLY CASH JOURNAL E-MONTHLY CASH SUMMARY F-MONTHLY CASH SUMMARY - ACTIVITY CODE	TO+2	TO+7		N	N	N	
/REC/40E/	O026.	F-MONTHLY CASH SUMMARY - ACTIVITY CODE OBSERVATORY RECEIPTS RECORD TYPES:	TO+1	TO+5		N	N	N	
/REC/40E/	O027.	OIL ROYALTIES RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40E/	O028.	PERMIT FOR USE OF SWIMMING POOL (63582) FORM: 63582 RECORD TYPES: A-CORRESPONDENCE	TO+1	TO+5		N	N	N	
/REC/40E/	O029.	PICNIC RESERVATIONS (41) FORM: 41 RECORD TYPES:	TO+1	TO+5		N	N	N	

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**Records of: RECREATION AND PARKS/ACCOUNTING (REVENUE)**  
**/REC/40E/**

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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
/REC/40E/	O030.	REGISTER OF EMPLOYEES ON JURY DUTY RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40E/	O031.	REVENUE ACCOUNTING CASH RECEIPT (RP 0303) FORM: RP 0303 RECORD TYPES:	TO+1	TO+5		N	N	N	
/REC/40E/	O032.	SENIOR CITIZEN NUTRITION PROGRAM (RPGRANT 1) FORM: RPGRANT 1 RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40E/	O033.	TRANSMITTAL OF RECEIPTS - INTERDIVISIONAL (RP 914) FORM: RP 914 RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40E/	O034.	TRIPPLICATE RECEIPT BOOK (RP 33) (ORIGINAL ISSUED TO PARTON) FORM: RP 33 RECORD TYPES:	TO+3	TO+6		N	N	N	
/REC/40E/	O035.	WEEKLY CASH REPORT (RAP 007) FORM: RAP 007 RECORD TYPES:	TO+2	TO+2		N	N	N	

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**Records of: RECREATION AND PARKS/ACCOUNTING (REVENUE)**

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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
/REC/40E/	O036.	WEEKLY TRANSMITTAL OF GOLF REGISTRATION RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40E/	O037.	WEEKLY TRANSMITTAL OF TENNIS OPERATIONS RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40E/	O038.	WORKSHEETS - CAMPERS INSURANCE RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40E/	O039.	WORKSHEETS - CASH CONTROL RECORD TYPES:	TO+2	TO+7		N	N	N	
/REC/40E/	O040.	WORKSHEETS - TAX RECORDS RECORD TYPES:	TO+2	TO+7		N	N	N	

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**Records of: RECREATION AND PARKS/BANNING RESIDENCE & MUSEUM**  
**/REC/492/**

*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	
/REC/492/	O	ORIGINAL RECORDS								
/REC/492/	O001.	ACCESSION FILE (RP 0438) FORM: RP 0438 RECORD TYPES: Historical A-CERTIFICATE OF GIFT B-CORRESPONDENCE	PE	PE		N	Y	N		
/REC/492/	O002.	ACCESSION LOAN AND REPAIR FILE INDEX CARDS RECORD TYPES:	CL+2	CL+2		N	N	N		
/REC/492/	O003.	ATTENDANCE AND DONATIONS LEDGER RECORD TYPES:	PE	PE		N	N	N		
/REC/492/	O004.	CORRESPONDENCE AND SUBJECT FILES (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER HISTORICAL...) RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/492/	O005.	DETAIL FINANCIAL STATUS RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/492/	O006.	DONOR CARD FILE (TRANSFER HISTORICAL DATA TO CITY ARCHIVES ) RECORD TYPES: Historical	PE	PE		N	Y	N		

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**Records of: RECREATION AND PARKS/BANNING RESIDENCE & MUSEUM**  
**/REC/492/**

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			Office	Total	Code	V	H	C	L
/REC/492/	O007.	MUSEUM PROCEDURES RECORD TYPES:	SU+2	SU+2		N	N	N	
/REC/492/	O008.	RECORD OF SALES AND DONATIONS (TRANSFER HISTORICAL DATA TO CITY ARCHIVES) RECORD TYPES: Historical	PE	PE		N	Y	N	
/REC/492/	O009.	VOLUNTEER HOURLY REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	

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**Records of: RECREATION AND PARKS/TRAVEL TOWN**

**/REC/493/**

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/REC/493/	0	ORIGINAL RECORDS							
/REC/493/	0001.	CORRESPONDENCE AND SUBJECT FILES (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; TRANSFER HIST'L DATA...) RECORD TYPES:	AR+2	AR+2		N	N	N	

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**City of Los Angeles**  
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**Records of: RECREATION AND PARKS/METROPOLITAN REGION ADMINISTRATION HDQRTS**  
**/REC/500/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L				
/REC/500/	O	ORIGINAL RECORDS											
/REC/500/	O001.	BUDGET RECORD TYPES: A-CUMULATIVE STATUS REPORT-CAO-21 B-DAILY STATEMENTS C-MEMORANDUMS D-INSTRUCTIONS FOR PREPARATION	TO+2	TO+2		N	N	N					
/REC/500/	O002.	CORRESPONDENCE LOG RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/500/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N					
/REC/500/	O004.	FACILITY FILE (CORRESPONDENCE AND SUBJECT FILE BY FACILITY ) RECORD TYPES: A-BOARD REPORTS B-CORRESPONDENCE C-COUNCIL ACTION D-PERMITS	TO+10	TO+10		N	N	N					
/REC/500/	O005.	GENERAL MANAGER WORK ASSIGNMENT LOG RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/500/	O006.	GREEK THEATRE FACILITY FILE (REC SERIES DESIGNATED AS HIST'L PER RETEN SCHED; PURGE FILES FOR RECORDS OF HIST'L ...)	TO+10	TO+10		N	N	N					

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**Records of: RECREATION AND PARKS/METROPOLITAN REGION ADMINISTRATION HDQTRRS**  
**/REC/500/**

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			Office	Total	Code	V	H	C	L
		RECORD TYPES: A-ADVISORY COMMITTEE MINUTES B-AGREEMENT C-AUDIT D-CHECK STUBS E-COST STATEMENTS F-ENVIRONMENTAL IMPACT REPORT G-GRANTS H-LETTERS/MEMORANDUMS I-MAINTENANCE AND REPAIR REPORT J-MAINTENANCE BIDS K-MAP L-PERMITS M-PROGRAMS N-PUBLICATIONS O-RECEIPTS P-RENTAL STATEMENTS							
/REC/500/	O007.	POSITION CONTROL LOG RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/500/	O008.	REGION WORK ASSIGNMENT LOG RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/500/	O009.	RULE 11 DEVIATION LOG RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/500/	O010.	SPECIAL OCCURRENCE AND LOSS REPORT (218) FORM: 218 RECORD TYPES:	TO+5	TO+10		N	N	N	

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**Records of: RECREATION AND PARKS/METROPOLITAN REGION ADMINISTRATION HDQRTRS**

**/REC/500/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L

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**Records of: RECREATION AND PARKS/METROPOLITAN REGION/RECREATION OFFICE**  
**/REC/520/**

*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			
/REC/520/	O	ORIGINAL RECORDS												
/REC/520/	O001.	CORRESPONDENCE AND SUBJECT FILES (RECREATION) RECORD TYPES:	AR	AR+2			N	N	N					
/REC/520/	O002.	EMPLOYEE PERSONNEL FOLDER RECORD TYPES: Confidential A-EMPLOYEE EVALUATION REPORT-PDAS 28 B-LETTERS/MEMOS C-NOTICE OF APPOINTMENTS/ASSIGNMENT-RP 2158 D-NOTICE OF REASSIGNMENT-RP 902	TE+2	TE+2			N	N	Y					
/REC/520/	O003.	FACILITY FILE (PERTINENT FORMS FROM R & P ACCOUNTING AND METRO REGION ADMIN; CITY ATTY LIAB SECT.) RECORD TYPES: A-CASH RECEIPTS TRANSMITTAL-RP 0723 B-NON-EMPLOYEE INJURY REPORT-GEN 87 C-PAYMENT VOUCHER-RP 0728 D-SPECIAL OCCURRENCE & LOSS REPORT-218	TO+5	TO+10			N	N	N					
/REC/520/	O004.	OFF-GROUNDS DESTINATION LOG RECORD TYPES:	TO+5	TO+10			N	N	N					
/REC/520/	O005.	RECREATION WORK ASSIGNMENT LOG RECORD TYPES:	TO+2	TO+2			N	N	N					

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

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)**  
**/REC/521/**

*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	
/REC/521/	O	ORIGINAL RECORDS								
/REC/521/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/521/	O002.	LEAGUE SCHEDULES RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/521/	O003.	OFFICIAL SCORE CARDS RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/521/	O004.	OFFICIALS TRAINING MATERIAL RECORD TYPES: A-AVAILABILITY SHEETS B-PROCEDURES BOOK C-PUBLICATIONS D-RULE BOOK E-SIGN-UP SHEETS F-TESTS	TO+1	TO+4		N	N	N		
/REC/521/	O005.	F-TESTS RECEIPT LOG 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: RECREATION AND PARKS/METROPOLITAN REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)**  
**/REC/521/**

*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
/REC/521/	O006.	RESERVATION PERMITS (RP 39) (ORIGINAL TO PATRON) FORM: RP 39 RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/521/	O007.	SPORTS BOND CARDS RECORD TYPES:	AR+3	AR+3		N	N	N	
/REC/521/	O008.	SPORTS ENTRY FORMS RECORD TYPES: A-BASEBALL B-RUNNING (DISTANCE) C-SOCCER D-SOFTBALL E-TENNIS	TO+2	TO+2		N	N	N	
/REC/521/	O009.	T (TRIPPLICATE) PERMITS (RP 40) (ORIGINAL TO PATRON) FORM: RP 40 RECORD TYPES:	TO+2	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**  
**Original Records**

**Records of: RECREATION AND PARKS/PACIFIC REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)**  
**/REC/540/**

*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	
/REC/540/	O	ORIGINAL RECORDS								
/REC/540/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/540/	O002.	LEAGUE SCHEDULES RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/540/	O003.	OFFICIAL SCORE CARDS RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/540/	O004.	OFFICIALS TRAINING MATERIAL RECORD TYPES: A-AVAILABILITY SHEETS B-PROCEDURES BOOK C-PUBLICATIONS D-RULE BOOKS E-SIGN-UP SHEETS F-TESTS	TO+1	TO+4		N	N	N		
/REC/540/	O005.	F-TESTS RECEIPT LOG RECORD TYPES:	CL+2	CL+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: RECREATION AND PARKS/PACIFIC REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)**  
**/REC/540/**

*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
/REC/540/	O006.	RESERVATION PERMITS (RP 39) (ORIGINAL TO PATRON) FORM: RP 39 RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/540/	O007.	SPORTS BOND CARDS RECORD TYPES:	AR+3	AR+3		N	N	N	
/REC/540/	O008.	SPORTS ENTRY FORMS RECORD TYPES: A-BASEBALL B-RUNNING (DISTANCE) C-SOCCER D-SOFTBALL E-TENNIS	TO+2	TO+2		N	N	N	
/REC/540/	O009.	T (TRIPPLICATE) PERMITS (RP 40) (ORIGINAL TO PATRON) FORM: RP 40 RECORD TYPES:	TO+2	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**  
**Original Records**

**Records of: RECREATION AND PARKS/EQUIPMENT & ANALYSIS**  
**/REC/59/**

*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				
/REC/59/	O	ORIGINAL RECORDS											
/REC/59/	O001.	ACTIVITY INVENTORY (EQUIPMENT DISPOSITION RECORD/EDR) (RP 107) (DESTRUCTION AFTER SALVAGE ) FORM: RP 107 RECORD TYPES:	TE+2	TE+2		N	N	N					
/REC/59/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N					
/REC/59/	O003.	EMPLOYEE PERSONNEL FOLDER RECORD TYPES: Confidential A-EMPLOYEE EVALUATION REPORT-PDAS 28 B-LETTERS/MEMOS C-NOTICE OF APPOINTMENT/ASSIGNMENT-RP 2158 D-NOTICE OF REASSIGNMENT-RP 902	TE+2	TE+2		N	N	Y					
/REC/59/	O004.	EQUIPMENT DISPOSITION RECORD (EDR) (RP 107) FORM: RP 107 RECORD TYPES:	TE+2	TE+2		N	N	N					
/REC/59/	O005.	EQUIPMENT INVENTORY CARDS (GEN 125) FORM: GEN 125 RECORD TYPES:	TE+2	TE+2		N	N	N					
/REC/59/	O006.	EQUIPMENT SPECIFICATIONS RECORD TYPES:	TO+5	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**  
**Original Records**

**Records of: RECREATION AND PARKS/EQUIPMENT & ANALYSIS**

**/REC/59/**

*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
/REC/59/	O007.	MECHANICAL REPAIR JOB ORDER (RP 915) FORM: RP 915 RECORD TYPES:	TO+5	TO+10		N	N	N	
/REC/59/	O008.	OFFICE EQUIPMENT REPAIR LOG RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/59/	O009.	REPLACEMENT PROGRAM LOG (NRP) (RPO 372) FORM: RPO 372 RECORD TYPES:	TO+2	TO+2		N	N	N	

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

**Records of: RECREATION AND PARKS/VALLEY REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)**  
**/REC/590/**

*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	
/REC/590/	O	ORIGINAL RECORDS								
/REC/590/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/590/	O002.	LEAGUE SCHEDULES RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/590/	O003.	OFFICIAL SCORE CARDS RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/590/	O004.	OFFICIALS TRAINING MATERIAL RECORD TYPES: A-AVAILABILITY SHEETS B-PROCEDURES BOOK C-PUBLICATIONS D-RULE BOOKS E-SIGN-UP SHEETS F-TESTS	TO+1	TO+4		N	N	N		
/REC/590/	O005.	F-TESTS RECEIPT LOG RECORD TYPES:	CL+2	CL+2		N	N	N		

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

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

**Records of: RECREATION AND PARKS/VALLEY REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)**  
**/REC/590/**

*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
/REC/590/	O006.	RESERVATION PERMITS (RP 39) (ORIGINAL TO PATRON) FORM: RP 39 RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/590/	O007.	SPORTS BOND CARDS RECORD TYPES:	AR+3	AR+3		N	N	N	
/REC/590/	O008.	SPORTS ENTRY FORMS RECORD TYPES: A-BASEBALL B-RUNNING (DISTANCE) C-SOCCER D-SOFTBALL E-TENNIS	TO+2	TO+2		N	N	N	
/REC/590/	O009.	T (TRIPPLICATE) PERMITS (RP 40) (ORIGINAL TO PATRON) FORM: RP 40 RECORD TYPES:	TO+2	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**  
**Original Records**

**Records of: RECREATION AND PARKS/BUDGET SECTION**

**/REC/61/**

*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		
/REC/61/	O	ORIGINAL RECORDS									
/REC/61/	O001.	ACTIVITY CODES RECORD TYPES:	TO+10	TO+10			N	N	N		
/REC/61/	O002.	BUDGET PREPARATION SCHEDULE RECORD TYPES:	TO+2	TO+2			N	N	N		
/REC/61/	O003.	BUDGET REQUESTS (INTERDEPARTMENTAL) RECORD TYPES: A-EQUIPMENT REQUEST-RP0029A B-EXPENSE BUDGET REQUEST-RP 123A C-PERSONNEL BUDGET REQUEST-RP0030A D-POSITION DESCRIPTION-PDES 3 E-SUPPLEMENTAL BUDGET JUSTIFICATION-RP0032A	TO+2	TO+2			N	N	N		
/REC/61/	O004.	CONCESSION RENT STATEMENT RECORD TYPES:	TO+10	TO+10			N	N	N		
/REC/61/	O005.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+5			N	N	N		
/REC/61/	O006.	EXPENDITURE PROGRAM	TO+5	TO+7			N	N	N		

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

**Records of: RECREATION AND PARKS/BUDGET SECTION**

**/REC/61/**

*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			
		(COMPUTER GENERATED DATA ) RECORD TYPES: A-ACCOUNT NUMBER B-EXPENDITURE PROGRAM-CAO 20 C-FUND NUMBER ORDER D-STORES RESERVES										
/REC/61/	O007.	EXPENSE SPREAD WORKSHEETS RECORD TYPES: A-BASIS FOR PROPOSED BUDGET B-CORRESPONDENCE C-FUND DESIGNATIONS D-WORKSHEET	TO+5	TO+7				N	N	N		
/REC/61/	O008.	FUND REPORT BY ACTIVITY WITHIN CLASS RECORD TYPES:	TO+2	TO+2				N	N	N		
/REC/61/	O009.	GRANTS AND BUY-BACK HOURS (COMPUTER GENERATED DATA ) RECORD TYPES: A-GRANT-FUNDER HOURS B-MRP PART TIME HOURS	TO+2	TO+2				N	N	N		
/REC/61/	O010.	INSTRUCTIONS FOR PREPARATION OF FISCAL YEAR BUDGET (ANNUAL) RECORD TYPES:	SU+2	SU+2				N	N	N		
/REC/61/	O011.	ORGANIZATION CHART (ANNUAL) RECORD TYPES:	TO+10	TO+10				N	N	N		
/REC/61/	O012.	PART TIME EMPLOYEES HOURS WORKED BY FUND/ACTIVITY/CLASS RECORD TYPES:	TO+2	TO+2				N	N	N		

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

**Records of: RECREATION AND PARKS/BUDGET SECTION**

**/REC/61/**

*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
/REC/61/	O013.	PROPOSED EXPENSE BUDGET RECORD TYPES:	TO+5	TO+5		N	N	N	
/REC/61/	O014.	RENT REPORTS RECORD TYPES: A-CHECK STUBS B-LETTERS C-NOTICE OF NON-PAYMENT D-OCCUPANCY TAX REMITTANCE E-RENT RECEIPT REPORTS F-REGISTERED/CERTIFIED LETTER RECEIPT	TO+10	TO+10		N	N	N	
/REC/61/	O015.	F-REGISTERED/CERTIFIED LETTER RECEIPT REVENUE AND EXPENDITURE REPORT BY COUNCIL DISTRICT RECORD TYPES:	TO+5	TO+5		N	N	N	
/REC/61/	O016.	SALARY FUND STATUS REPORT RECORD TYPES:	TO+5	TO+5		N	N	N	
/REC/61/	O017.	WAGES AND COUNT REPORT RECORD TYPES:	TO+5	TO+5		N	N	N	
/REC/61/	O018.	WORKING PAPERS (ORGANIZATION CHART)	TO+2	TO+2		N	N	N	

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

**Records of: RECREATION AND PARKS/BUDGET SECTION**

**/REC/61/**

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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

(SUPPORTING PAPERS FOR ORGANIZATION CHART ) RECORD TYPES:

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**  
**Original Records**

**Records of: RECREATION AND PARKS/OFFICE SERVICES**  
**/REC/62A/**

*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			
/REC/62A/	O	ORIGINAL RECORDS										
/REC/62A/	O001.	BUSINESS CARD LOG (BUSINESS CARD ORDERS ) RECORD TYPES:	CL+2	CL+2		N	N	N				
/REC/62A/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N				
/REC/62A/	O003.	FORMS CONTROL LOG (PAGES) (RP 0706) FORM: RP 0706 RECORD TYPES:	CL+2	CL+2		N	N	N				
/REC/62A/	O004.	INSTRUCTION MANUAL/GENERAL (MASTER FILE) (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	SU+2	PE		N	Y	N				
/REC/62A/	O005.	OFFICE MACHINERY REPAIR LOG RECORD TYPES:	CL+2	CL+2		N	N	N				
/REC/62A/	O006.	SIGN-OUT LOG RECORD TYPES:	CL+2	CL+2		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

**Records of: RECREATION AND PARKS/OFFICE SERVICES**

**/REC/62A/**

*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) --Media</i>			<i>Record Type</i>			
			<i>Office</i>	<i>Total</i>	<i>Code</i>	<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>

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

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

**Records of: RECREATION AND PARKS/GOLF AND TENNIS RESERVATIONS**  
**/REC/62B/**

*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				
/REC/62B/	O	ORIGINAL RECORDS											
/REC/62B/	O001.	BOAT RENTAL REGISTRATION RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/62B/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N					
/REC/62B/	O003.	GOLF COURSE TOURNAMENT PERMITS RECORD TYPES:	EX+2			N	N	N					
/REC/62B/	O004.	GOLF REGISTRATION APPLICATION RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/62B/	O005.	MOTION PICTURE PERMITS (TO BE DELETED, PER APPR'D REVISION 1; TRANSF'D TO PUB WKS ) RECORD TYPES:	EX+2			N	N	N					
/REC/62B/	O006.	TENNIS REGISTRATION APPLICATIONS RECORD TYPES:	TO+2	TO+2		N	N	N					

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/GOLF AND TENNIS RESERVATIONS**  
**/REC/62B/**

*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				
/REC/62B/	O007.	TENNIS TOURNAMENT PERMITS RECORD TYPES:	EX+2				N	N	N			
/REC/62B/	O008.	MOTION PICTURE WORKSHEET RECORD TYPES:	TO+2	TO+2			N	N	N			
/REC/62B/	O009.	MOTION PICTURE LOG RECORD TYPES:	TO+2	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**  
**Original Records**

**Records of: RECREATION AND PARKS/VALLEY REGION/AQUATICS**

**/REC/650/**

*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	
/REC/650/	O	ORIGINAL RECORDS								
/REC/650/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/650/	O002.	FACILITY FILE (PURGE DUPLICATE MATERIAL ) RECORD TYPES: A-AUTOPSY REPORT B-CORRESPONDENCE C-JOB ORDERS D-NON-EMPLOYEE ACCIDENT ILLNESS REPORT-GEN 87 E-PERMIT FOR USE OF POOL F-SPECIAL OCCURRENCE & LOSS REPORTS-218 G-WEEKLY SWIMMING POOL REPORTS-RPO399 H-WORK ASSIGNMENTS  F-SPECIAL OCCURRENCE & LOSS REPORTS-218	PE	PE		N	N	N		

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

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

**Records of: RECREATION AND PARKS/REVENUE MANAGEMENT**

**/REC/66/**

*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				
/REC/66/	0	ORIGINAL RECORDS											
/REC/66/	0001.	CORRESPONDENCE AND SUBJECT FILES (REC SERIES ORIGINATED AS PER RETEN SCHED; SEND HISTORICAL DATA CITY ARCHIVES) RECORD TYPES:	AR+2	AR+2		N	N	N					

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

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

**Records of: RECREATION AND PARKS/PARK SERVICES HDQTRS/REVENUE & STAFF SERVICES**

**/REC/71A/** *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	
/REC/71A/	O	ORIGINAL RECORDS								
/REC/71A/	O001.	CASH REGISTER TAPES RECORD TYPES:	TO+3	TO+3		N	N	N		
/REC/71A/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/71A/	O003.	REVENUE FILE (REFRESHMENT STANDS, TENNIS, PARK USE) RECORD TYPES: A-BANK DEPOSIT SLIPS B-DEPT OPERATED REFRESHMENT STAND DAILY REPORTS C-DAILY REPORTS OF RECEIPTS AND TRANSMITTAL-RP 0359	TO+2	TO+2		N	N	N		
/REC/71A/	O004.	TENNIS REGISTER SHEET (RP 0811F) FORM: RP 0811F RECORD TYPES:	TO+2	TO+2		N	N	N		
/REC/71A/	O005.	TENNIS REGISTER SHEET (RP 0450D) FORM: RP 0450D RECORD TYPES:	TO+2	TO+2		N	N	N		

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

**Records of: RECREATION AND PARKS/PARK SERVICES HDQRTRS/ELYSIAN PK & LDG FRIENDSHIP**  
**/REC/71B/**

*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	
/REC/71B/	O	ORIGINAL RECORDS								
/REC/71B/	O001.	ALCOHOLIC BEVERAGE CONTROL PERMIT RECORD TYPES:	EX+2				N	N	N	
/REC/71B/	O002.	EVENT/REVENUE REPORTS RECORD TYPES:	TO+2	TO+2			N	N	N	
/REC/71B/	O003.	FACILITY USAGE INSURANCE RECORD TYPES: A-APPLICATION FORMS B-CORRESPONDENCE C-POLICIES D-QUARTERLY REPORTS E-RATE SHEETS	EX+2				N	N	N	
/REC/71B/	O004.	RESERVATION CONTRACT RECORD TYPES:	EX+2				N	N	N	

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

**Records of: RECREATION AND PARKS/LOS ANGELES ZOO**  
**/REC/800/**

*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				
/REC/800/	O	ORIGINAL RECORDS											
/REC/800/	O001.	ACTIVITY REQUESTS AND LOG (RP0415) FORM: RP0415 RECORD TYPES:	TO+2	TO+5		N	N	N					
/REC/800/	O002.	ADMISSION ANALYSIS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+10	PE		N	Y	N					
/REC/800/	O003.	ANIMAL DIET CARDS RECORD TYPES:	TO+2	TO+2		N	N	N					
/REC/800/	O004.	ANIMAL DISPOSITION REPORTS (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO. ) RECORD TYPES:	TE	TE+25		N	N	N					
/REC/800/	O005.	ANIMAL HEALTH RECORD CARD (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO. ) RECORD TYPES:	TE	TE+25		N	N	N					
/REC/800/	O006.	ANIMAL MORBIDITY REPORTS (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO. ) RECORD TYPES:	TE	TE+25		N	N	N					

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

**Records of: RECREATION AND PARKS/LOS ANGELES ZOO**

**/REC/800/** *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		
/REC/800/	O007.	ANIMAL MORTALITY RECORDS (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO.) RECORD TYPES: A-ANIMAL MORTALITY-RP2001 B-LOS ANGELES COUNTY LAB REPORTS	TE	TE+25				N	N	N	
/REC/800/	O008.	ANIMAL SERVICES DAILY REPORTS RECORD TYPES:	TO+5	TO+10				N	N	N	
/REC/800/	O009.	ANIMAL TRANQUILIZATION RECORDS (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO.) RECORD TYPES:	TE	TE+25				N	N	N	
/REC/800/	O010.	ANIMAL TRANSACTIONS RECORD TYPES: A-ANIMAL ACQUISITION REPORTS B-LOAN AGREEMENTS C-OFFER LETTER D-RECEIPT OF ANIMALS E-RECOMMENDATION FOR ANIMAL TRANSACTIONS	TO+2	TO+5				N	N	N	
/REC/800/	O011.	ANIMAL TRANSFER REQUEST (ZAS) FORM: ZAS RECORD TYPES:	CL+2	CL+2				N	N	N	
/REC/800/	O012.	ATTENDANCE AND REVENUE REPORTS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+10	PE				N	Y	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: RECREATION AND PARKS/LOS ANGELES ZOO**

**/REC/800/** *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
/REC/800/	O013.	AUDIO TAPES, FILMS (PUBLIC SERVICE) (TRANSFER TO CITY ARCHIVES; RECORDS IN OTHER MEDIA, IE. FILM ) RECORD TYPES: Historical	TO+5	PE		N	Y	N	
/REC/800/	O014.	AUTOMOBILE ACCIDENT REPORTS (GEN 88) FORM: GEN 88 RECORD TYPES:	TO+10	TO+10		N	N	N	
/REC/800/	O015.	BOOK OF ANIMAL ACCESSIONS (MAMMALS, BIRDS, REPTILES) (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+25	PE		N	Y	N	
/REC/800/	O016.	CERTIFICATES, RESOLUTIONS AND COMMENDATIONS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	AR	PE		N	Y	N	
/REC/800/	O017.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+5		N	N	N	
/REC/800/	O018.	CUSTODY OF CHANGE FUND FORM RECORD TYPES:	AU+2	AU+2		N	N	N	

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

**Records of: RECREATION AND PARKS/LOS ANGELES ZOO**  
**/REC/800/**

*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
/REC/800/	O019.	DAILY ATTENDANCE AND REVENUE FILES RECORD TYPES: A-BANK DEPOSIT SLIP B-BILLING REFUNDS AND BILLING REQUESTS C-CASH ANALYSIS D-CASH REGISTER DAILY REPORT-RP0121 E-CASH REGISTER TAPE F-COLLECTION RECEIPT G-DAILY CASH REPORT & TRANSMITTAL-RP0469 H-DISCOUNT AND FREE ADMISSIONS I-HOURLY ATTENDANCE J-PURCHASE ORDER, OUTSIDE AGENCIES K-RECEIPTS RECAP-RP0123 L-TICKET REVENUE SHEET-RP0116	AU+2	AU+2		N	N	N	
/REC/800/	O020.	DAILY FACILITIES AND INSPECTION LOG RECORD TYPES:	CL+2	CL+2		N	N	N	
/REC/800/	O021.	DAILY GASOLINE LOG (GSPDA243) FORM: GSPDA243 RECORD TYPES:	CL+2	CL+2		N	N	N	
/REC/800/	O022.	DAILY TREATMENT RECORDS, ANIMAL HEALTH (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO.) RECORD TYPES:	TE	TE+25		N	N	N	
/REC/800/	O023.	DRUGS INVENTORY (ANNUAL) (RP0104) FORM: RP0104 RECORD TYPES:	SU+2	SU+2		N	N	N	
/REC/800/	O024.	DUAL FUEL SYSTEM REQUISITION	TO+2	TO+2		N	N	N	

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

**Records of: RECREATION AND PARKS/LOS ANGELES ZOO**

**/REC/800/**

*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		
RECORD TYPES:										
/REC/800/	O025.	EMPLOYEE ABSENTEE LOG (DAILY) RECORD TYPES:	CL+2	CL+2	N	N	N			
/REC/800/	O026.	EMPLOYEE EVALUATION LOG RECORD TYPES:	CL+2	CL+2	N	N	N			
/REC/800/	O027.	EMPLOYEE PERSONNEL FOLDER (TO BE DELETED PER APPR'D REV NO 1; TRANSFER TO EMPLOYEE'S NEW DEPT OR PERSONNEL ...) RECORD TYPES: Confidential A-APPLICATION FOR EMPLOYMENT-RP 904 B-CHANGE OF ADDRESS-RP960AC C-CORRESPONDENCE D-DUTY CERTIFICATE-PDAS43 E-EMPLOYEE EVALUATION REPORTS-PDAS28 F-EMPLOYEE GRIEVANCE-162 G-GRIEVANCE APPEAL-164 H-GRIEVANCE RESPONSE-163 I-NOTICE OF APPOINTMENT-193 J-NOTICE OF COMMENDATION-GEN79 K-NOTICE OF REASSIGNMENT-RP902 L-NOTICE OF VACANCY/REQUEST FOR CERTIFICATION-RP900 M-NOTICE TO CORRECT DEFICIENCY-GEN 78 N-POSITION DESCRIPTION-PDES3 O-REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN166 P-REQUEST FOR OVERTIME-RP0427 Q-TIME OFF COMPENSATION REQUEST-GEN68	TE	TE	N	N	Y			
/REC/800/	O028.	FEED AND GRAIN ORDERS RECORD TYPES:	TO+2	TO+2	N	N	N			

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**Records of: RECREATION AND PARKS/LOS ANGELES ZOO**

**/REC/800/**

*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
/REC/800/	O029.	FILM (EDUCATION AND EXHIBITS) (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+5	PE		N	Y	N	
/REC/800/	O030.	FILMS AND FILES, X-RAY, HEALTH (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO; REC SERIES IN VARIED MEDIA.) RECORD TYPES:	TE	TE+25		N	N	N	
/REC/800/	O031.	HEALTH CERTIFICATES, ANIMALS (U.S DEPT OF AGRICULTURE FORM NO. 77010 ) RECORD TYPES:	TE+2	TE+2		N	N	N	
/REC/800/	O032.	INTERNATIONAL SPECIES INVENTORY SYSTEM - MAMMALS ... (ZB102) (INFORMATION TRANSFERRED TO MICROFICHE YEARLY; COMPLETE HISTORY OF ALL MAMMALS ...) FORM: ZB102 RECORD TYPES:	SU+5	SU+5		N	N	N	
/REC/800/	O033.	INTERNATIONAL SPECIES INVENTORY SYSTEM-MAMMALS (MICROFICHE) (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	SU+10	PE		N	Y	N	
/REC/800/	O034.	JOB ORDER LOG RECORD TYPES:	CL+2	CL+2		N	N	N	

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			Office	Total	Code	V	H	C	L
/REC/800/	O035.	JOB ORDER REQUEST FILES RECORD TYPES: A-AREA JOB ORDER (LONG FORM)-152A B-AREA JOB ORDER (SHORT FORM)-152C C-INTERNAL REQUEST-ZAS114	CL+2	CL+2		N	N	N	
/REC/800/	O036.	KEY APPLICATIONS (ZOO KEYS) (650) FORM: 650 RECORD TYPES:	TE+2	TE+2		N	N	N	
/REC/800/	O037.	KEY MASTER LIST RECORD TYPES:	SU+2	SU+2		N	N	N	
/REC/800/	O038.	KEY REPORTS (SEALED) RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/800/	O039.	LEISURE INDEX ANALYSIS, PAID ATTENDANCE RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/800/	O040.	MAMMAL CLASSIFICATION DATA (REC SERIES IN OTHER MEDIA, IE., PHOTOS ) RECORD TYPES: A-CORRESPONDENCE B-PHOTOGRAPHS C-REPORTS	AR+2	AR+2		N	N	N	

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/REC/800/	O041.	MAMMAL INVENTORY CARDS (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO.) RECORD TYPES:	TE	TE+25		N	N	N	
/REC/800/	O042.	MAPS (RECORDS IN OTHER MEDIA, IE., BLUEPRINTS, SCHEMATICS... ) RECORD TYPES: A-DRAWINGS B-PLANS C-SCHEMATICS	SU+2	SU+2		N	N	N	
/REC/800/	O043.	MINUTES (ANIMAL ACQUISITION COMMITTEE) (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+5	PE		N	Y	N	
/REC/800/	O044.	MINUTES (STAFF MEETING AND HEALTH COMMITTEE) RECORD TYPES:	TO+5	TO+5		N	N	N	
/REC/800/	O045.	MINUTES (ZOO DEVELOPMENT COMMITTEE) (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+5	PE		N	Y	N	
/REC/800/	O046.	NEWSPAPER CLIPPINGS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+5	PE		N	Y	N	
/REC/800/	O047.	NIGHT CONTROL LOG RECORD TYPES:	CL+2	CL+4		N	N	N	

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			Office	Total	Code	V	H	C	L	
/REC/800/	O048.	NON-EMPLOYEE ACCIDENT REPORT RECORD TYPES:	TO+10	TO+10			N	N	N	
/REC/800/	O049.	PHOTOGRAPHS (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TE	PE			N	Y	N	
/REC/800/	O050.	PRESS AND PHOTO RELEASES (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	TO+5	PE			N	Y	N	
/REC/800/	O051.	PUBLICATIONS, INTERNAL (SEND FOUR COPIES TO CITY ARCHIVES ) RECORD TYPES: Historical A-ANNUAL REPORT B-BROCHURES C-FACT SHEETS D-HANDOUTS E-ZOOVIEW	TO+2	PE			N	Y	N	
/REC/800/	O052.	SECURITY MANUAL (REC SERIES DESIGNATED AS HISTORICAL PER RETEN SCHED; SEND ONE COPY TO CITY ARCHIVES) RECORD TYPES:	SU+2	SU+2			N	N	N	
/REC/800/	O053.	SECURITY PATROL AND RADIO LOG RECORD TYPES:	CL+2	CL+2			N	N	N	

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			Office	Total	Code	V	H	C	L
/REC/800/	O054.	SPECIAL OCCURRENCE AND LOSS REPORT (RP218) FORM: RP218 RECORD TYPES:	TO+10	TO+10		N	N	N	
/REC/800/	O055.	TIMEKEEPING RECORDS (TO BE DELETED PER APPR'D REVISION 1) RECORD TYPES: A-FULL TIME WORK LOG B-PART TIME WORK LOG	TO+5	TO+5		N	N	N	
/REC/800/	O056.	VETERINARIAN NOTES (DAILY ROUNDS) RECORD TYPES:	TO+5	TO+10		N	N	N	
/REC/800/	O057.	VOLUNTEER WORKER FOLDERS RECORD TYPES: A-APPLICATION B-CORRESPONDENCE C-EVALUATIONS D-HOURS WORKED E-KEYS ISSUED F-TB REPORT	TE+2	TE+10		N	N	N	
/REC/800/	O058.	F-TB REPORT ZOO DIRECTIVES RECORD TYPES:	SU+2	SU+2		N	N	N	

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/REC/800/	O059.	ZOO GUEST BOOK (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	CL	PE		N	Y	N	
/REC/800/	O060.	ZOO PLANT IDENTIFICATION FILE (TRANSFER TO CITY ARCHIVES ) RECORD TYPES: Historical	SU	PE		N	Y	N	
/REC/800/	O061.	ABSENTEE REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/800/	O062.	DUTY ROSTER RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/800/	O063.	PAY PERIOD POSTING RECORDS RECORD TYPES:	TO+2	TO+2		N	N	N	
/REC/800/	O064.	PAYCHECK SIGN-IN SHEET RECORD TYPES:	TO+2	TO+2		N	N	N	

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**Records of: RECREATION AND PARKS/PLANNING & DEVELOPMENT/ADVANCE PLNNG & LAND MGMT**  
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			Office	Total	Code	V	H	C	L
/REC/92/	O	ORIGINAL RECORDS							
/REC/92/	O001.	AGENCY FILES (RECORDS ARE IN OTHER MEDIA, IE., MAPS, MAGAZINES... ) RECORD TYPES: A-CORRESPONDENCE B-MAPS C-PUBLICATIONS	PE	PE		N	N	N	
/REC/92/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/REC/92/	O003.	ENVIRONMENTAL FILES (RECORDS ARE IN OTHER MEDIA, IE., MAPS, PHOTOS... ) RECORD TYPES: A-CORRESPONDENCE B-INITIAL STUDY REPORT C-MAPS D-NEGATIVE DECLARATIONS E-NOTICES OF DETERMINATION F-NOTICES OF PREPARATION G-PHOTOS H-PUBLICATION OF ENVIRONMENTAL NOTICES I-SUMMARY OF AIR QUALITY STANDARDS F-NOTICES OF PREPARATION	PE	PE		N	N	N	
/REC/92/	O004.	FACILITY FILE (RECORDS ARE IN OTHER MEDIA, IE., MAPS, PHOTOS... ) RECORD TYPES: A-AGREEMENTS B-AUTHORITY OF EXPENDITURE-GEN 40 C-BOARD REPORTS D-CORRESPONDENCE E-CERTIFIED MAIL SLIPS-GPO 288-858 F-CLAIM FOR REPLACEMENT HOUSING FOR HOMEOWNERS-HUD 4001 G-CONTRACTS FOR APPRAISAL SERVICE	PE	PE		N	N	N	

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		H-COST ESTIMATES I-DEPOSIT RECEIPT AND AGREEMENT OF SALE J-ENVIRONMENTAL ASSESSMENT STUDIES K-GRANT DEEDS L-INSURANCE POLICIES M-MAPS N-MINUTES OF MEETINGS O-NEWS RELEASES P-OPERATING MANUALS Q-PUBLICATIONS R-PUBLIC NOTICES S-PHOTOS T-REQUESTS FOR PAYMENT-GEN 41 U-REMITTANCE ADVICE-5042-A V-RESOLUTIONS							
/REC/92/	O005.	<b>QUIMBY FILES</b> (PURGE FILE FOR DEED RECORDS ONLY PRIOR TO TRANSFER TO CRC; RECORDS IN OTHER MEDIA...) RECORD TYPES: A-ACQUISITION MAPS B-BOARD REPORTS C-CORRESPONDENCE D-FILING NOTIFICATION AND DISTRIBUTION-CP-6300 E-GRANT DEEDS F-GENERAL IMPROVEMENT BONDS G-LEGAL DESCRIPTIONS H-PARK IMPROVEMENT BONDS I-PARCEL MAPS J-TRACT MAPS K-TAX STATEMENTS	CL+5	PE		N	N	N	

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			Office	Total	Code	V	H	C	L	
/REC/93/	O	ORIGINAL RECORDS								
/REC/93/	O001.	<b>BID SET</b> (DIVISION FILE NO. 4; REC SERIES IN VARIOUS MEDIA, IE., MAPS, OVERSIZED DOC'TS...) RECORD TYPES: A-ACCEPTANCE OF CERTIFIED MAIL-PS 3877 B-ADDENDUMS & BULLETINS C-BID LIST D-BOARD REPORTS & MINUTES E-CERTIFIED MAIL RETURN RECEIPT-PS 3811 F-CHANGE ORDERS G-CONTRACT AWARD H-CONTRACTS I-CORRESPONDENCE & MEMORANDUMS J-DELIVERY RECEIPTS-PTG DIV 18 K-EXTRACT OF PUBLIC WORKS L-FUND REPORTS M-INSURANCE PAPERS N-INTERDEPARTMENTAL ORDERS-GEN 34 O-INVOICES-VARIOUS P-NOTES & WORKING PAPERS Q-PLAN CHECK OUT RECEIPTS R-PLANS & DRAWINGS S-REQUEST FOR PURCHASE OF NON STOCK SUPPLIES-135A T-SPECIFICATIONS U-TRANSMITTALS-RP0304	CL	CL+10		N	N	N		
/REC/93/	O002.	<b>CONSTRUCTION PROJECT FILE</b> (DIVISION FILE NO. 5; REC SERIES IN VARIOUS MEDIA, IE., MAPS, OVERSIZED DOC'TS...) RECORD TYPES: A-ACCEPTANCE OF CERTIFIED MAIL-PS 3877 AA-TRANSMITTALS-RP0304 B-APPLICATION FOR INSPECTION OF NEW BLDG & FOR CERTIFICATE... BB-WESTERN UNION MAILGRAMS C-BACKFLOW PREVENTION DEVICE FIELD TESTING & MAINTENANCE RPRT-76N632 H-1056 D-BOARD REPORTS AND MINUTES E-CERTIFIED MAIL RETURN RECEIPT-PS3811 F-CODE VARIANCE G-COMMERCIAL PLAN CORRECTION SHEET-B&S B-210	CL	CL+10		N	N	N		

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		H-CONSTRUCTION TIME SCHEDULE I-CONTRACT PAYMENT REQUEST J-CORRESPONDENCE & MEMORANDUMS K-FEE EXEMPTS L-FINAL INSPECTION CORRECTION LIST-581-A M-FIRST NOTICE N-GUARANTEE (RETENTION FEE RELEASE) O-INSURANCE PAPERS P-INVOICES-VARIOUS Q-JOB MEMORANDUM-1065-B R-LITERATURE (MATERIAL & EQUIPMENT) S-MAPS T-NOTES & WORKING PAPERS U-NOTICE OF COMPLETION V-NOTICE OF NON COMPLIANCE SEGREGATION OF CONTRACT COSTS-1065-A W-PAYMENT RECORD X-PHOTOGRAPHS Y-PLANS, DRAWINGS & PLOT PLAN Z-REQUEST FOR PURCHASE OF NON STOCK SUPPLIES-135A							
/REC/93/	O003.	CONSTRUCTION INSPECTOR'S DAILY JOB REPORT (BCA-328) (DIVISION FILE NO. 6 ) FORM: BCA-328 RECORD TYPES:	CL	CL+10		N	N	N	
/REC/93/	O004.	CONTRACTS (ARCHITECTURAL) (DIVISION FILE NO. 2 ) RECORD TYPES: A-BOARD REPORTS & MINUTES B-CONTRACTS C-CORRESPONDENCE & MEMORANDUMS D-INSURANCE FORMS E-NOTES & WORKING PAPERS	CL	CL+10		N	N	N	
/REC/93/	O005.	CONTRACTS (CONSULTANTS) RECORD TYPES: A-BOARD REPORTS & MINUTES B-CONTRACTS C-CORRESPONDENCE & MEMORANDUMS	TE+2	TE+2		N	N	N	
/REC/93/	O006.	DESIGN PROJECT FILE (DIVISION FILE NO. 3 ; REC SERIES IN VARIED MEDIA, IE., MAPS, SPECIF'NS...) RECORD TYPES:	CL	CL+10		N	N	N	

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			Office	Total	Code	V	H	C	L	
		A-APPLICATION FOR USE OF SCHOOL PROPERTY B-BOARD REPORTS & MINUTES C-CONTRACT DOCUMENTS & SPECIFICATIONS D-CORRESPONDENCE & MEMORANDUMS E-DECLARATION OF COVENANTS, CONDITIONS, RESTRICTIONS... F-FOUNDATION INVESTIGATIONS G-GEOLOGICAL AND SOIL REPORTS H-INTERDEPARTMENTAL ORDER-GEN 34 I-INVOICES J-MAPS K-NOTES AND WORKING PAPERS L-OUTLINE AND STANDARD CHECK LIST M-PLANS, DRAWINGS & PLOT PLANS N-PRELIMINARY SPECIFICATIONS O-RELEASE OF FUNDS P-REQUEST FOR ENGINEERING AND ARCHITECTURAL DESIGN SERVICES Q-REQUEST FOR PURCHASE OF NON STOCK SUPPLIES-135A R-SEWAGE FACILITIES CHARGE CERTIFICATE-ENG 3.665 S-TRANSMITTALS-RP0304								
/REC/93/	O007.	FUTURE PROJECTS RECORD TYPES: A-BOARD REPORTS B-CORRESPONDENCE C-ENVIRONMENTAL REPORTS D-WORKING PAPERS	AR+2	AR+2		N	N	N		
/REC/93/	O008.	MAYOR'S OFFICE OF SMALL BUSINESS ADMINISTRATION... RECORD TYPES:	AR+2	AR+2		N	N	N		
/REC/93/	O009.	PROJECT PRELIMINARIES AND FUNDING (DIVISION FILE NO. 1 ; REC SERIES IN VARIED MEDIA, IE., MAPS, PHOTOGRAPHS...) RECORD TYPES: A-BOARD REPORTS & MINUTES B-CORRESPONDENCE & MEMORANDUMS C-COSTS ESTIMATES D-MAPS E-NEGATIVE DECLARATION F-NOTES & WORKING PAPERS G-NOTICE OF DECLARATION	CL	CL+10		N	N	N		

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

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

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

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

**Records of: RECREATION AND PARKS/PLANNING & DEVELOPMENT/DESIGN & CONSTRUCTION**

**/REC/93/**

*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
		H-NOTICE OF FINDING OF NO SIGNIFICANT EFFECT ON THE ENVIRONM'T							
		I-NOTICE TO PUBLIC							
		J-PHOTOGRAPHS							
		K-PROJECT AND ENVIRONMENT DESCRIPTION							
		L-PROOF OF PUBLICATION							
		M-QUARTERLY STATUS REPORT							
		N-RENDERINGS							
		O-REQUEST FOR RELEASE OF FUNDS							

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
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MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE  
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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

**Records of: RECREATION AND PARKS/PLANNING AND DEVELOPMENT/GRANTS ADMINISTRATION**  
**/REC/94/**

*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	
/REC/94/	O	ORIGINAL RECORDS								
/REC/94/	O001.	GRANT FILES (FACILITY) (REC SERIES IS IN VARIED MEDIA, IE., MAPS...) RECORD TYPES: A-AGREEMENT/CONTRACT B-APPLICATIONS C-CORRESPONDENCE D-ENVIRONMENTAL DOCUMENTS E-MAPS/DRAWINGS F-NOTES & WORKING PAPERS G-PAYMENT VOUCHERS H-SUMMARIES OF COSTS  F-NOTES & WORKING PAPERS	AU+2	AU+10		N	N	N		
/REC/94/	O002.	GRANT FILES (PROGRAM) RECORD TYPES: A-AGREEMENT/CONTRACT B-APPLICATIONS C-CORRESPONDENCE D-NOTES AND WORKING PAPERS	AU+2	AU+10		N	N	N		
/REC/94/	O003.	SUBJECT FILES (PURGE FOR NON-RECORD MATERIAL BEFORE TRANSFERRING TO CENTER) RECORD TYPES: A-CAPITAL EXPENDITURE PROGRAMS B-CORRESPONDENCE C-LEGISLATION/REGULATIONS D-PROJECT COST REPORTING WORKSHEET-CA 08401 E-PROJECT COST SUMMARY (1984 OLYMPICS)-CA 08402 F-SUBVENTION STATUS REPORT  F-SUBVENTION STATUS REPORT	AR+2	AR+5		N	N	N		

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**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE  
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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: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/GRIFFITH OBSERVATORY**  
**/REC/100/**

*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
/REC/100/	D	DUPLICATE RECORD SERIES			
/REC/100/	D001.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP507) (R & P PAYROLL SECTION ) FORM: RP507 RECORD TYPES:	TO+2		N N N
/REC/100/	D002.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS,... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/100/	D003.	LIBRARY BOOKS, PUBLICATIONS, AND REFERENCE MATERIALS... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/100/	D004.	PURCHASE ORDERS (GS/S-2) (R & P ACCOUNTING DIVISION ) FORM: GS/S-2 RECORD TYPES: A-PACKING SLIPS B-REQUEST FOR PURCHASE OF NON-STOCK SUPPLIES C-PURCHASE REQUISITIONS-GS/S1A	TO+2		N N N
/REC/100/	D005.	RECORDS RETENTION SCHEDULES (GEN 60 - 6) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 - 6 RECORD TYPES:	SU		N N N
/REC/100/	D006.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT. DIV./DISCARD AFTER ALL BOXES... ) FORM: GEN 62 RECORD TYPES:	CL		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: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/GRIFFITH OBSERVATORY**

**/REC/100/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
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/REC/100/	D007.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN RECORD TYPES:	TO+10	N	N	N		
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/REC/100/	D008.	WEEKLY CASH REPORT AND TRANSMITTAL (RP0349) (R & P ACCOUNTING DIVISION ) FORM: RP0349 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: RECREATION AND PARKS/COMMISSION OFFICE**

**/REC/11/** *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
/REC/11/	D	DUPLICATE RECORD SERIES			
/REC/11/	D001.	INTER AND INTRA DEPARTMENTAL MANUALS, BULLETINS, NOTICES ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/11/	D002.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/11/	D003.	RECORDS RETENTION SCHEDULES (GEN 60 GE) (CITY CLERKS, RECORDS MGMT. DIV. ) FORM: GEN 60 GE RECORD TYPES:	SU		N N N
/REC/11/	D004.	RECORDS TRANSFER LISTS (GEN 62) (DESTROY AFTER ALL ITEMS ARE DESTROYED ) FORM: GEN 62 RECORD TYPES:	CL		N N N
/REC/11/	D005.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERKS, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/PLANNING AND DEVELOPMENT ADMINISTRATION**  
**/REC/122/**

*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
/REC/122/	D	DUPLICATE RECORD SERIES			
/REC/122/	D001.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/122/	D002.	TIMESHEETS (RP 507) (R & P PAYROLL DIVISION ) FORM: RP 507 RECORD TYPES:	TO+1		N N N
/REC/122/	D003.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT DIV. ) FORM: GEN 48 RECORD TYPES:	CL		N N N
/REC/122/	D004.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N N N
/REC/122/	D005.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV.; DISCARD AFTER ALL BOXES DESTROY'D) FORM: GEN 62 RECORD TYPES:	CL		N N N

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

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

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

**Records of: RECREATION AND PARKS/HOLLYWOOD CENTER FOR AUDIO-VISUAL ARTS**

**/REC/124/** *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
/REC/124/	D	DUPLICATE RECORD SERIES			
/REC/124/	D001.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N N N
/REC/124/	D002.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/GENERAL MANAGER/SECRETARY'S OFFICE**  
**/REC/12A/**

*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
/REC/12A/	D	DUPLICATE RECORD SERIES			
/REC/12A/	D001.	AGENDAS & MINUTES COUNCIL AND COMMITTEES (CITY CLERK'S OFFICE ) RECORD TYPES:	TO+0/03	N	N N
/REC/12A/	D002.	BOARD'S REPORTS (R. & P. COMMISSION OFFICE ) RECORD TYPES:	TO+0/05	N	N N
/REC/12A/	D003.	INDIVIDUAL EMPLOYEE TIME SHEET (RP 507) (R. & P. PAYROLL SECTION ) FORM: RP 507 RECORD TYPES:	TO+1	N	N N
/REC/12A/	D004.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS,... (ORIGINATING OFFICE ) RECORD TYPES:	SU	N	N N
/REC/12A/	D005.	PARK RANGER REPORTS (R. & P. RANGER'S OFFICE ) RECORD TYPES:	TO+0/03	N	N N
/REC/12A/	D006.	PRESS RELEASES (R. & P. PUBLIC INFORMATION SECTION ) RECORD TYPES:	TO+0/03	N	N N

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/GENERAL MANAGER/SECRETARY'S OFFICE**

**/REC/12A/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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/REC/12A/	D007.	PUBLICATIONS AND REFERENCES MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**City of Los Angeles**  
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**Duplicate Records**

**Records of: RECREATION AND PARKS/LEGAL COORDINATOR**

**/REC/12B/** *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
/REC/12B/	D	DUPLICATE RECORD SERIES			
/REC/12B/	D001.	INTER AND INTRA DEPARTMENTAL MANUALS PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/12B/	D002.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL. ) RECORD TYPES:	AR		N N N
/REC/12B/	D003.	RECORDS RETENTION SCHEDULES (GEN 60-61) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60-61 RECORD TYPES:	SU		N N N
/REC/12B/	D004.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGMT. DIV. & DISCARD AFTER BOXES DEST'YD ) FORM: GEN 62 RECORD TYPES:	CL		N N N
/REC/12B/	D005.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/SPECIAL FACILITIES ADMIN/PUBLIC INFORMATION**

**/REC/13/** *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			
/REC/13/	D	DUPLICATE RECORD SERIES						
/REC/13/	D001.	AGENDA (COMMISSION) (REC. & PARKS-- COMMISSION OFFICE ) RECORD TYPES:	TO+1		N	N	N	
/REC/13/	D002.	BOARD REPORTS (COMMISSION) (REC. & PARKS -- COMMISSION OFFICE ) RECORD TYPES:	TO+1		N	N	N	
/REC/13/	D003.	FACILITY FILE (REC & PARKS - COMMISSION, PUBLIC INFO OFFICE & PAYROLL ) RECORD TYPES: A-BOARD REPORTS B-PRESS RELEASES	AR		N	N	N	
/REC/13/	D004.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP 507) (REC. & PARKS -- PAYROLL SECTION ) FORM: RP 507 RECORD TYPES:	TO+1		N	N	N	
/REC/13/	D005.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/REC/13/	D006.	MINUTES (COMMISSION) (REC. & PARKS -- COMMISSION OFFICE ) 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: RECREATION AND PARKS/SPECIAL FACILITIES ADMIN/PUBLIC INFORMATION**  
**/REC/13/**

*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
/REC/13/	D007.	PHOTOS (8 X 10"")" (NEGATIVES AND CONTACT PRINTS RETAINED IN-LIEU OF PHOTOS.) RECORD TYPES:	AR		N N N
/REC/13/	D008.	PUBLICATIONS & REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL.) RECORD TYPES:	AR		N N N
/REC/13/	D009.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIVISION) FORM: GEN 60 & G RECORD TYPES:	SU		N N N
/REC/13/	D010.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER BOXES DEST'YD) FORM: GEN 62 RECORD TYPES:	CL		N N N
/REC/13/	D011.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIVISION) FORM: GEN 48 RECORD TYPES:	TO+10		N N N
/REC/13/	D012.	SURPLUS PRINTED MATERIAL (SEE PUBLICATION ON ORIG. RECORDS RETENTION SCHEDULE BEFORE DESTRUCTION) 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: RECREATION AND PARKS/SPECIAL FACILITIES ADMIN/PUBLIC INFORMATION**

**/REC/13/**

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

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

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

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

**Records of: RECREATION AND PARKS/PERSONNEL DIVISION**

**/REC/15A/** *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
/REC/15A/	D	DUPLICATE RECORD SERIES			
/REC/15A/	D001.	INTER & INTRA DEPARTMENTAL BULLETINS, MANUALS, NOTICES... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/15A/	D002.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/15A/	D003.	RECORDS RETENTION SCHEDULE (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & 6 RECORD TYPES:	SU		N N N
/REC/15A/	D004.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DISCARD AFTER BOXES DEST'YD ) FORM: GEN 62 RECORD TYPES:	CL		N N N
/REC/15A/	D005.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) FORM: GEN 48 RECORD TYPES:	TO+10		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: RECREATION AND PARKS/PERSONNEL (TRAINING)**

**/REC/15B/**

*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>
/REC/15B/	D	DUPLICATE RECORD SERIES			

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

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

**Records of: RECREATION AND PARKS/PERSONNEL (SAFETY SECTION)**  
**/REC/15C/**

*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			
/REC/15C/	D	DUPLICATE RECORD SERIES						
/REC/15C/	D001.	EMPLOYEE'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS (GEN 166) (PERSONNEL - WORKERS COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+2		N	N	N	
/REC/15C/	D002.	INTER AND INTRA DEPARTMENTAL BULLETINS, MANUALS, NOTICES... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/REC/15C/	D003.	LIGHT DUTY CREW STATUS REPORT (GEN 160) (R & P PERSONNEL DIVISION) FORM: GEN 160 RECORD TYPES:	TO+2		N	N	N	
/REC/15C/	D004.	MEMO OF INJURY BY PHONE (PDA 558) (PERSONNEL - WORKERS COMP.) FORM: PDA 558 RECORD TYPES:	TO+1		N	N	N	
/REC/15C/	D005.	MINUTES OF ZOO SAFETY MEETINGS (ZOO) RECORD TYPES:	TO+1		N	N	N	
/REC/15C/	D006.	NON-EMPLOYEE ACCIDENT OR ILLNESS (GEN 87) (CITY ATTORNEY) FORM: GEN 87 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**  
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**Records of: RECREATION AND PARKS/PERSONNEL (SAFETY SECTION)**

**/REC/15C/** *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
/REC/15C/	D007.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/15C/	D008.	WORKERS COMPENSATION LOCATION REPORT (MONTHLY) (PERSONNEL-WORKERS COMPENSATION ) RECORD TYPES:	TO+2		N N N
/REC/15C/	D009.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & 6 RECORD TYPES:	SU		N N N
/REC/15C/	D010.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV; DISCARD AFTER BOXES DEST'YD ) FORM: GEN 62 RECORD TYPES:	CL		N N N
/REC/15C/	D011.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N N N

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**Records of: RECREATION AND PARKS/PAYROLL SECTION**  
**/REC/15D/**

*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			
/REC/15D/	D	DUPLICATE RECORD SERIES						
/REC/15D/	D001.	ACTING PAY ASSIGNMENT, SUBSTITUTION FOR SUPERVISOR FILE (CONTROLLER; LTRS FILED IN EMP'EE PERSONNEL FOLDER, AFTER COMP'D BY TMKPPG UNIT) RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D002.	CANCELLATION LETTERS-PAYCHECK (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D003.	CURRENT OVERTIME REPORT (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D004.	EMERGENCY CHECK REQUEST (D-07) (CONTROLLER) FORM: D-07 RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D005.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/REC/15D/	D006.	PAYROLL/PERSONNEL CHANGE ROSTER (41A & 41B)	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: RECREATION AND PARKS/PAYROLL SECTION**

**/REC/15D/** *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: 41A & 41B RECORD TYPES:						
/REC/15D/	D007.	ONLINE WORKSHEET-VARIATION RECAP REPORT (CONTROLLER ) RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D008.	OVERTIME HISTORY REPORT (CONTROLLER ) RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D009.	PAYROLL REIMB. CERTIFICATIONS AUTHENTICATION AND APPROVAL (71) (CONTROLLER ) FORM: 71 RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D010.	PAYROLL REIMBURSEMENT REGISTERS (5035) (CONTROLLER ) FORM: 5035 RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D011.	PAYROLL VARIATION/SUPPLEMENT (RP0342) (CONTROLLER ) FORM: RP0342 RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D012.	PENDING LOSS OF OVERTIME REPORT (CONTROLLER ) 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: RECREATION AND PARKS/PAYROLL SECTION**

**/REC/15D/** *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			
/REC/15D/	D013.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/REC/15D/	D014.	RETROACTIVE ADJUSTMENTS (WORKSHEETS) (CONTROLLER ) RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D015.	RETROACTIVE REPORTS (COMPUTER GENERATED) (CONTROLLER ) RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D016.	SALARY CHANGE ROSTERS (5040) (CONTROLLER; INFORMATION TRANSFERRED TO SERVICE RECORD CARD ) FORM: 5040 RECORD TYPES:	SU		N	N	N	
/REC/15D/	D017.	RETROACTIVE WORKSHEETS (CONTROLLER ) RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D018.	SPLIT PAYCHECK LETTERS (CONTROLLER ) RECORD TYPES:	TO+2		N	N	N	

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

**Records of: RECREATION AND PARKS/PAYROLL SECTION**

**/REC/15D/**

*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			
/REC/15D/	D019.	STOP PAYMENT LETTERS - PAYCHECK (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	
/REC/15D/	D020.	TRANSFER OF EXPENDITURES (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/PARK MAINTENANCE ADMIN.**  
**/REC/190/**

*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			
/REC/190/	D	DUPLICATE RECORD SERIES						
/REC/190/	D001.	BUDGET (ANNUAL REQUEST) ( R & P BUDGET SECTION ) RECORD TYPES:	TO+5		N	N	N	
/REC/190/	D002.	BUDGET (CURRENT YEAR) ( R & P BUDGET OFFICE ) RECORD TYPES: A-AREA/DISTRICT FINANCIAL STATUS-A6195 B-DAILY STATEMENTS-9032 C-MEMORANDUMS	TO+2		N	N	N	
/REC/190/	D003.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP507) ( R & P PAYROLL SECTION ) FORM: RP507 RECORD TYPES:	TO+1		N	N	N	
/REC/190/	D004.	INTER AND INTRA DEPATMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/REC/190/	D005.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/REC/190/	D006.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK/RECORDS MANAGEMENT ) FORM: GEN 60 & G 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: RECREATION AND PARKS/METROPOLITAN REGION/PARK MAINTENANCE ADMIN.**

**/REC/190/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
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**Records of: RECREATION AND PARKS/VALLEY REGION ADMINISTRATION**  
**/REC/200/**

*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
/REC/200/	D	DUPLICATE RECORD SERIES			
/REC/200/	D001.	AGENDA, BOARD REPORTS, MINUTES (RECREATION AND PARKS, COMMISSION ) RECORD TYPES:	TO+1		N N N
/REC/200/	D002.	EQUIPMENT DISPOSITION REPORTS (RP 107) (R & P EQUIPMENT ANALYSIS ) FORM: RP 107 RECORD TYPES:	TE		N N N
/REC/200/	D003.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP 507) (RECREATION AND PARKS, PAYROLL ) FORM: RP 507 RECORD TYPES:	TO+2		N N N
/REC/200/	D004.	INTER/INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETINS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/200/	D005.	MAPS AND PLANS (PLANNING AND DEVELOPMENT DIVISION ) RECORD TYPES:	SU		N N N
/REC/200/	D006.	NON-EMPLOYEE ACCIDENT OR ILLNESS REPORTS (GEN 87) (CITY ATTORNEY ) FORM: GEN 87 RECORD TYPES:	TO+2		N N N

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**Records of: RECREATION AND PARKS/VALLEY REGION ADMINISTRATION**  
**/REC/200/**

*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
/REC/200/	D007.	PIANO TUNING CONTRACT (GENERAL SERVICES) RECORD TYPES:	CL+2		N N N
/REC/200/	D008.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/REC/200/	D009.	PURCHASING FILE (GENERAL SERVICES, PURCHASING) RECORD TYPES: A-INVOICES B-REQUEST FOR PURCHASE OF NON-STOCK SUPPLIES-RP 135A C-STORES REQUISITION-DS 70	AR+2		N N N
/REC/200/	D010.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 60 & 6 RECORD TYPES:	SU		N N N
/REC/200/	D011.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 62 RECORD TYPES:	CL		N N N
/REC/200/	D012.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 48 RECORD TYPES:	CL		N N N

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**Records of: RECREATION AND PARKS/VALLEY REGION ADMINISTRATION**

**/REC/200/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/REC/200/	D013.	WORK ASSIGNMENT FORM (R & P, VALLEY REGION; ORIGINAL MAINTAINED BY DIVISION ASSIGNED THE WORK) RECORD TYPES:	TO+2		N	N	N	
/REC/200/	D014.	WEEKLY TIME SHEETS (RP 5053) (R & P, PAYROLL ACCOUNTING ) FORM: RP 5053 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: RECREATION AND PARKS/METROPOLITAN REGION/RANGER STATION**  
**/REC/202/**

*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
/REC/202/	D	DUPLICATE RECORD SERIES			
/REC/202/	D001.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY/AUTO LIABILITY ) FORM: GEN 88 RECORD TYPES:	TO+2		N N N
/REC/202/	D002.	DAILY/SHIFT OF FUEL & OIL DISPENSED (GSPPA243) (GENERAL SERVICES DEPT/PETROLEUM PRODUCTS DIV. ) FORM: GSPPA243 RECORD TYPES:	TO+2		N N N
/REC/202/	D003.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/202/	D004.	NON-EMPLOYEE ACCIDENT OR ILLNESS (GEN 87) (CITY ATTORNEY/LIABILITY SECTION ) FORM: GEN 87 RECORD TYPES:	TO+2		N N N
/REC/202/	D005.	RANGER HORSE RECEIPTS (R & P/ACCOUNTING DIVISION ) RECORD TYPES:	TO+2		N N N
/REC/202/	D006.	RECORDS RETENTION SCHEDULES (GEN 60 GEN) (CITY CLERK/RECORDS MANAGEMENT ) FORM: GEN 60 GEN RECORD TYPES:	SU		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/RANGER STATION**

**/REC/202/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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/REC/202/	D007.	SPECIAL OCCURRENCE & LOSS REPORT (RP 218) (R & P REGION ADMINISTRATION ) FORM: RP 218 RECORD TYPES:	TO+2	N	N N
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/REC/202/	D008.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP 507) (R & P PAYROLL SECTION ) FORM: RP 507 RECORD TYPES:	TO+1	N	N N
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (AUTO PARTS)**

**/REC/211A/** *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
/REC/211A/	D	DUPLICATE RECORD SERIES			
/REC/211A/	D001.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATION,... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/211A/	D002.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	SU		N N N
/REC/211A/	D003.	REQUEST FOR PURCHASE OF NON-STOCK MATERIAL (GEN135A) (R&P NON-CONTRACT & CONTRACT PURCHASE ) FORM: GEN135A RECORD TYPES:	TO+2		N N N
/REC/211A/	D004.	STORES REQUISITIONS (DS-70) (R&P CENTRAL STORES (NON-CONTRACT) ) FORM: DS-70 RECORD TYPES:	TO+1		N N N
/REC/211A/	D005.	VENDOR CONTRACT FILES (GENERAL SERVICES-PURCHASING DIVISION ) RECORD TYPES: A-CONTRACTS B-CORRESPONDENCE C-PURCHASE ORDER LOG D-REQUEST FOR ANNUAL PURCHASE AGREEMENT-GS/S1B			N N N

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

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (CONTRACTS)**

**/REC/211B/** *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
/REC/211B/	D	DUPLICATE RECORD SERIES			
/REC/211B/	D001.	DAILY SUB-ORDER RECORD (R & P ACCOUNTING DIVISION ) RECORD TYPES:	AU+2		N N N
/REC/211B/	D002.	EMPLOYEE PERSONNEL FOLDERS (STORES SUPERVISORS OFFICE) (CONFIDENTIAL - R & P PERSONNEL DIVISION ) RECORD TYPES: A-AUTOMOBILE ACCIDENT REPORT-GEN 88 B-CORRESPONDENCE C-DUTY CERTIFICATE-PDAS 43 D-EMPLOYEE EVALUATION REPORT-PDAS 28 E-GRIEVANCE INITIATION-GEN 162 F-GRIEVANCE RESPONSE-GEN 163 G-NOTICE OF APPOINTMENT/ASSIGNMENT-RP 215R H-NOTICE OF REASSIGNMENT-RP 902 I-NOTICE TO CORRECT DEFICIENCY-GEN 78 J-REQUEST FOR REASSIGNMENT-RP 324	TE+2		N N N
/REC/211B/	D003.	INDIVIDUAL EMPLOYEE TIME SHEET (RP 507) (R & P PAYROLL SECTION ) FORM: RP 507 RECORD TYPES:	TO+1		N N N
/REC/211B/	D004.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/211B/	D005.	MATERIALS MANAGEMENT SYSTEM REPORT #1 DAILY TRANSACTION ... (GENERAL SERVICES MATERIALS MANAGEMENT GROUP ) RECORD TYPES:	AU+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: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (CONTRACTS)**

**/REC/211B/** *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
/REC/211B/	D006.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/211B/	D007.	REQUEST FOR OVERTIME (RP 427) (R & P PAYROLL SECTION ) FORM: RP 427 RECORD TYPES:	TO+1		N N N
/REC/211B/	D008.	STORES MULTI-USE FORM RECEIPTS (GS/MM1) (GENERAL SERVICES CITY STORES ) FORM: GS/MM1 RECORD TYPES:	AU+2		N N N
/REC/211B/	D009.	SUB-PURCHASE ORDERS (GEN 9) (R & P ACCOUNTING DIVISION ) FORM: GEN 9 RECORD TYPES:	TO+2		N N N
/REC/211B/	D010.	VENDOR CONTRACT FILES (GENERAL SERVICES PURCHASING DIVISION ) RECORD TYPES: A-CONTRACTS B-CORRESPONDENCE C-PURCHASE ORDER LOG D-REQUEST FOR ANNUAL PURCHASE AGREEMENT-GS/S1B			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: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (NON-CONTRACT**  
**/REC/211C/**

*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
/REC/211C/	D	DUPLICATE RECORD SERIES			
/REC/211C/	D001.	CORRESPONDENCE & SUBJECT FILE (INTER & INTRA DEPARTMENTAL) (ORIGINATING OFFICE ) RECORD TYPES:	AR		N N N
/REC/211C/	D002.	EQUIPMENT DISPOSITION REPORT (RP0107) (R&P EQUIPMENT ANALYSIS SECTION ) FORM: RP0107 RECORD TYPES:	TO+1		N N N
/REC/211C/	D003.	INDIVIDUAL EMPLOYEE TIME SHEETS (RP507) (R&P PAYROLL SECTION ) FORM: RP507 RECORD TYPES:	TO+1		N N N
/REC/211C/	D004.	INTRA & INTER DEPARTMENTAL MANUALS, PUBLICATIONS,... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/211C/	D005.	MATERIAL CODES-MATERIAL MANAGEMENT (GENERAL SERVICES DEPARTMENT ) RECORD TYPES:	SU		N N N
/REC/211C/	D006.	ONE TIME CONTRACTS (GENERAL SERVICES DEPARTMENT ) RECORD TYPES:	TO+2		N N N

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (NON-CONTRACT**  
**/REC/211C/**

*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
/REC/211C/	D007.	A-CONTRACT-GS/10 B-CORRESPONDENCE C-REQUEST FOR BID-GS/9 D-REQUEST FOR ENCUMBER FUNDS-GEN/106 PUBLICATION & REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/REC/211C/	D008.	PURCHASE ORDERS (GS/S2) (GENERAL SERVICES DEPARTMENT) FORM: GS/S2 RECORD TYPES:	TO+2		N N N
/REC/211C/	D009.	PURCHASE REQUISITION (GS/S1A) (GENERAL SERVICES DEPARTMENT) FORM: GS/S1A RECORD TYPES:	TO+2		N N N
/REC/211C/	D010.	REGION BULLETINS (REGION ADMINISTRATION OFFICE) RECORD TYPES:	SU		N N N
/REC/211C/	D011.	REPORT OF DAILY ERRORS (CENTRAL STORES OFFICE; SMUF INFO USED DAILY TO RECONCILE INVENTORY) RECORD TYPES:	TO+0/01		N N N
/REC/211C/	D012.	STORES MULTI-USE FORM (GS/MM1) (GENERAL SERVICES DEPARTMENT) FORM: GS/MM1 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: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL STORES (NON-CONTRACT**

**/REC/211C/**

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

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

**Records of: RECREATION AND PARKS/PLANNING & DEVELOPMENT/OPERATIONS ANALYSIS**  
**/REC/23/**

*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			
/REC/23/	D	DUPLICATE RECORD SERIES						
/REC/23/	D001.	APPLICATION HANDBOOKS (REC. & PARKS, OPERATIONS ANALYSIS ) RECORD TYPES:	SU		N	N	N	
/REC/23/	D002.	INTRA AND INTERDEPARTMENTAL MANUALS, BULLETINS, ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/REC/23/	D003.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/REC/23/	D004.	RECORDS RETENTION SCHEDULES (GEN 60/GEN) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60/GEN RECORD TYPES:	SU		N	N	N	
/REC/23/	D005.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV.; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/REC/23/	D006.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48)	TO+10		N	N	N	

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/PLANNING & DEVELOPMENT/OPERATIONS ANALYSIS**

**/REC/23/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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(CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:

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: RECREATION AND PARKS/METROPOLITAN REGION/CONSTRCTN & REPAIR ADMIN.**

**/REC/230/** *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
/REC/230/	D	DUPLICATE RECORD SERIES			
/REC/230/	D001.	BUDGET REQUESTS (RP 0029A) (R & P BUDGET SECTION ) FORM: RP 0029A RECORD TYPES:	TO+2		N N N
/REC/230/	D002.	FACILITY FILE (METROPOLITAN REGION OFFICE ) RECORD TYPES: A-BOARD REPORTS B-CORRESPONDENCE C-COUNCIL ACTIONS D-PERMITS	TO+10		N N N
/REC/230/	D003.	FACILITY LISTING (METROPOLITAN REGION OFFICE ) RECORD TYPES:	SU		N N N
/REC/230/	D004.	INTER AND INTRA DEPARTMENTAL MANUAL, PUBLICATIONS ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/230/	D005.	JOB BULLETINS (PDR 10) (METROPOLITAN REGION OFFICE ) FORM: PDR 10 RECORD TYPES:	SU		N N N
/REC/230/	D006.	JOB ORDERS/SHORT FORM/METROPOLITAN (METROPOLITAN REGION OFFICE ) RECORD TYPES:	TO+10		N N N

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

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CONSTRCTN & REPAIR ADMIN.**

**/REC/230/** *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
/REC/230/	D007.	MAINTENANCE AND CONSTRUCTION INDIVIDUAL EMPLOYEE TIMESHEETS (RP 0824) (REC. & PARKS PERSONNEL DIVISION ) FORM: RP 0824 RECORD TYPES:	TO+1		N N N
/REC/230/	D008.	MEMORANDUM OF UNDERSTANDING/CONST (CITY ADMINISTRATIVE OFFICE ) RECORD TYPES:	SU		N N N
/REC/230/	D009.	EMPLOYEE PERSONNEL FOLDERS (PDAS 28) (CONFIDENTIAL - REC & PARKS PERSONNEL DIV. ) FORM: PDAS 28 RECORD TYPES: A-EMPLOYEE EVALUATION REPORT-PDAS 28 B-LETTERS/MEMOS C-NOTICE OF APPOINTMENT-RP 2158 D-NOTICE OF REASSIGNMENT-RP 902	TE+2		N N N
/REC/230/	D010.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/230/	D011.	RECORDS RETENTION RECORDS (FG 60-61) (CITY CLERK/RECORDS MANAGEMENT ) FORM: FG 60-61 RECORD TYPES:	SU		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL AREA MAINTENANCE**  
**/REC/320/**

*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
/REC/320/	D	DUPLICATE RECORD SERIES			
/REC/320/	D001.	BUDGET (RECREATION AND PARKS/BUDGET OFFICE ) RECORD TYPES: A-ANNUAL REQUESTS B-EQUIPMENT REQUESTS-RP 0029A C-EXPENSE BUDGET REQUESTS-RP 123A D-PERSONNEL BUDGET REQUESTS-RP 0030A	TO+2		N N N
/REC/320/	D002.	CASH RECEIPT TRANSMITTALS (RP 0723) (R & P ACCOUNTING DIVISION ) FORM: RP 0723 RECORD TYPES:	AU+1		N N N
/REC/320/	D003.	EMPLOYEE PERSONNEL FOLDERS (CONFIDENTIAL - R & P PERSONNEL DIVISION ) RECORD TYPES: A-AUTOMOBILE ACCIDENT REPORTS-GEN 88 B-CORRESPONDENCE C-EMPLOYEE EVALUATION REPORTS-PDAS 28 D-EMPLOYER'S REPORT OF OCCUPATIONAL INJURY-GEN 166 E-GRIEVANCE APPEAL-GEN 164 F-GRIEVANCE INITIATION-GEN 162 G-GRIEVANCE RESPONSE-GEN 163 H-NOTICE OF APPOINTMENT/ASSIGNMENT-RP 215R I-NOTICE OF REASSIGNMENT-RP 902 J-NOTICE TO CORRECT DEFICIENCIES-GEN 78	TE+5		N N N
/REC/320/	D004.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/320/	D005.	MAINTENANCE AND CONSTRUCTION INDIVIDUAL EMPLOYEE TIMESHEETS (RP 0824) FORM: RP 0824 RECORD TYPES:	TO+1		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/CENTRAL AREA MAINTENANCE**  
**/REC/320/**

*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
/REC/320/	D006.	MEMORANDUMS OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICE ) RECORD TYPES:	SU		N N N
/REC/320/	D007.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/320/	D008.	RECORDS RETENTION SCHEDULES (GEN 60/61) (CITY CLERK/RECORDS MANAGEMENT ) FORM: GEN 60/61 RECORD TYPES:	SU		N N N
/REC/320/	D009.	REQUEST FOR PURCHASE OF NON-STOCK SUPPLIES (135 A) (GENERAL SERVICES DEPT/CITY STORE ) FORM: 135 A RECORD TYPES:	TO+1		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/EAST AREA MAINTENANCE**  
**/REC/330/**

*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
/REC/330/	D	DUPLICATE RECORD SERIES			
/REC/330/	D001.	BUDGET (R & P BUDGET SECTION ) RECORD TYPES: A-EQUIPMENT REQUESTS-RP 0029A B-EXPENSE BUDGET REQUESTS-RP 123A C-PERSONNEL BUDGET REQUESTS-RP 0030A	TO+5		N N N
/REC/330/	D002.	CASH RECEIPTS TRANSMITTAL (RP 0723) (R & P ACCOUNTING DIVISION ) FORM: RP 0723 RECORD TYPES:	TO+1		N N N
/REC/330/	D003.	DRIVER'S TROUBLE REPORT (BT-270) FORM: BT-270 RECORD TYPES:	TO+2		N N N
/REC/330/	D004.	EMPLOYEE PERSONNEL FOLDER (CONFIDENTIAL - R & P PERSONNEL DIVISION ) RECORD TYPES: A-AUTOMOBILE ACCIDENT REPORT-GEN 88 B-CORRESPONDENCE C-DUTY CERTIFICATE-PDAS 43 D-EMPLOYEE EVALUATION REPORTS-PDAS 28 E-GRIEVANCE INITIATION-GEN 162 F-GRIEVANCE RESPONSE-GEN 163 G-NOTICE OF APPOINTMENT/ASSIGNMENT-RP 215R H-NOTICE OF REASSIGNMENT-RP 902 I-NOTICE TO CORRECT DEFICIENCIES-GEN 78 J-REQUEST FOR REASSIGNMENT-RP 324	TE+2		N N N
/REC/330/	D005.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS (GEN 116) (PERSONNEL DEPT. WORKERS' COMPENSATION ) FORM: GEN 116 RECORD TYPES:	TO+5		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/EAST AREA MAINTENANCE**

**/REC/330/** *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
/REC/330/	D006.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP 824) FORM: RP 824 RECORD TYPES:	TO+2		N N N
/REC/330/	D007.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/330/	D008.	MEMORANDUMS OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICE ) RECORD TYPES:	SU		N N N
/REC/330/	D009.	NON-STOCK LOG (R & P ACCOUNTING ) RECORD TYPES: A-DELIVERY ORDER-RP 111 B-REQUEST FOR PURCHASE OF NON-STOCK SUPPLIES-135A C-PURCHASE ORDER-GS/S2 D-SUB-PURCHASE ORDER-GEN 9 E-INVOICES	TO+2		N N N
/REC/330/	D010.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/330/	D011.	STORES MULTI-USE FORM (GS/MM1) (GENERAL SERVICES DEPT/CITY STORES ) FORM: GS/MM1 RECORD TYPES:	TO+2		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/EAST AREA MAINTENANCE**

**/REC/330/** *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			
/REC/330/	D012.	STORES REQUISITIONS (DS-70) (R & P CENTRAL STORES ) FORM: DS-70 RECORD TYPES:	TO+2		N	N	N	
/REC/330/	D013.	WEEKLY TIME SHEET (5053) (R & P PAYROLL SECTION ) FORM: 5053 RECORD TYPES:	TO+2		N	N	N	

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

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

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

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

**Records of: RECREATION AND PARKS/PACIFIC REGION/ADMINISTRATIVE UNIT**  
**/REC/400A/**

*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
/REC/400A/	D	DUPLICATE RECORD SERIES			
/REC/400A/	D001.	BOARD REPORTS/REC. AND PARKS COMMISSION ( R & P COMMISSION OFFICE ) RECORD TYPES:	TO+3	N	N N
/REC/400A/	D002.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP507) ( R & P PAYROLL SECTION ) FORM: RP507 RECORD TYPES:	TO+2	N	N N
/REC/400A/	D003.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... ( ORIGINATING OFFICE ) RECORD TYPES:	SU	N	N N
/REC/400A/	D004.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES ( 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  
**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

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

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

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

**Records of: RECREATION AND PARKS/PACIFIC REGION/AQUATICS**  
**/REC/400B/**

*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
/REC/400B/	D	DUPLICATE RECORD SERIES			
/REC/400B/	D001.	EMPLOYEE PERSONNEL FOLDERS (R & P PERSONNEL DIVISION ) RECORD TYPES: A-APPLICATION FULL-TIME-PDR1 B-APPLICATION PART-TIME-RP904 C-CHANGE OF NAME, ADDRESS, ETC.-RP960 D-DOCTORS SLIPS E-EMPLOYEE EVALUATIONS-PDAS28 F-JURY DUTY SLIPS G-NOTICE OF APPOINTMENT-RP215R H-NOTICE OF COMMENDATION-FG79 I-NOTICE TO CORRECT DEFICIENCIES-FG78 J-NOTICE OF REASSIGNMENT-RP902 K-PERSONAL EXPENSE STATEMENT-FG16 L-REQUEST FOR OVERTIME-0427 M-REQUEST FOR REASSIGNMENT-RP902 N-VACATION REQUESTS-FG68 O-WORKER'S COMPENSATION FORMS-FG166	TE+2		N N N
/REC/400B/	D002.	WEEKLY TIMESHEETS (INDIVIDUAL) (FG5053) (R & P PAYROLL SECTION ) FORM: FG5053 RECORD TYPES:	TO+2		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/PACIFIC REGION/CAMPS**

**/REC/400C/**

*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
/REC/400C/	D	DUPLICATE RECORD SERIES			
/REC/400C/	D001.	EMPLOYEE PERSONNEL FOLDERS (R & P PERSONNEL DIVISION ) RECORD TYPES: A-EMPLOYEE ACCIDENT REPORT-FG166 B-MEMOS C-NOTICE OF APPOINTMENT-RP215R D-NOTICE OF COMMENDATION-FG79 E-NOTICE OF CORRECT DEFICIENCIES-FG78 F-TIME OFF COMPENSATION REQUEST-FG68	TE+2		N N N
		F-TIME OFF COMPENSATION REQUEST-FG68			

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

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

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

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

**Records of: RECREATION AND PARKS/PACIFIC REGION/SENIOR CITIZENS**

**/REC/400D/**

*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
/REC/400D/	D	DUPLICATE RECORD SERIES			
/REC/400D/	D001.	CARFARE AND MEETING ROSTER (RP420) (R & P ACCOUNTING DIVISION ) FORM: RP420 RECORD TYPES:	TO+2		N N N
/REC/400D/	D002.	CARFARE AND TELEPHONE EXPENSE (RP382) (R & P ACCOUNTING DIVISION ) FORM: RP382 RECORD TYPES:	TO+2		N N N
/REC/400D/	D003.	EMPLOYEE PERSONNEL FOLDERS (R & P PERSONNEL DIVISION ) RECORD TYPES: A-EMPLOYEE ACCIDENT REPORT-FG87 B-MEMOS C-NOTICE OF APPOINTMENT-RP215R D-NOTICE OF COMMENDATION-FG79 E-NOTICE OF CORRECT DEFICIENCIES-FG78 F-TIME OFF COMPENSATION REQUEST-FG68  F-TIME OFF COMPENSATION REQUEST-FG68	TE+2		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/PACIFIC REGION/SOUTH AREA**

**/REC/400E/**

*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
/REC/400E/	D	DUPLICATE RECORD SERIES			
/REC/400E/	D001.	EMPLOYEE PERSONNEL FOLDERS (R & P PERSONNEL DIVISION ) RECORD TYPES: A-APPLICATION - FULL-TIME-PDR1 B-APPLICATION - PART-TIME-RP904 C-CHANGE OF NAME, ADDRESS, ETC.-RP960 D-DOCTOR'S SLIPS E-EMPLOYEE EVALUATIONS-PDAS28 F-JURY DUTY SLIPS G-NOTICE OF APPOINTMENT-RP215R H-NOTICE OF COMMENDATION-FG79 I-NOTICE TO CORRECT DEFICIENCIES-FG78 J-NOTICE OF REASSIGNMENT-RP902 K-PERSONAL EXPENSE STATEMENT-FG16 L-REQUEST FOR OVERTIME-0427 M-REQUEST FOR REASSIGNMENT-RP902 N-VACATION REQUESTS-FG68 O-WORKER'S COMPENSATION FORMS-FG166	TE+2		N N N
/REC/400E/	D002.	RECORD OF FUEL & OIL USAGE (GS243) (GENERAL SERVICES-PETROLEUM PRODUCTS ADMINISTRATION ) FORM: GS243 RECORD TYPES:	TO+2		N N N
/REC/400E/	D003.	WEEKLY TIMESHEETS (FG5053) (R & P PAYROLL DIVISION ) FORM: FG5053 RECORD TYPES:	TO+2		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/PACIFIC REGION/WEST AREA**  
**/REC/400F/**

*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
/REC/400F/	D	DUPLICATE RECORD SERIES			
/REC/400F/	D001.	EMPLOYEE PERSONNEL FOLDERS (R & P PERSONNEL DIVISION ) RECORD TYPES: A-APPLICATION - FULL-TIME-PDR1 B-APPLICATION - PART-TIME-RP904 C-CHANGE OF NAME, ADDRESS, ETC.-RP960AC D-DOCTOR'S SLIPS E-EMPLOYEE EVALUATIONS-PDAS28 F-JURY DUTY SLIPS G-NOTICE OF APPOINTMENT-RP215R H-NOTICE OF COMMENDATION-FG79 I-NOTICE OF CORRECT DEFICIENCIES-FG78 J-NOTICE OF REASSIGNMENT-RP902 K-PERSONAL EXPENSE STATEMENT-FG16 L-REQUEST FOR OVERTIME-0427 M-REQUEST FOR REASSIGNMENT-RP902 N-VACATION REQUESTS-FG68 O-WORKER'S COMPENSATION FORMS-FG166	TE+2		N N N
/REC/400F/	D002.	RECORD OF FUEL AND OIL (GS243) (GENERAL SERVICES-PETROLEUM PRODUCTS ADMINISTRATION ) FORM: GS243 RECORD TYPES:	TO+2		N N N
/REC/400F/	D003.	WEEKLY TIMESHEETS (FG5053) (R & P PAYROLL DIVISION ) FORM: FG5053 RECORD TYPES:	TO+2		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/PACIFIC REGION/WEST SHORELINE DIST.**

**/REC/400G/**

*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
/REC/400G/	D	DUPLICATE RECORD SERIES			
/REC/400G/	D001.	EMPLOYEE PERSONNEL FOLDERS (R & P PERSONNEL DIVISION ) RECORD TYPES: A-APPLICATION-RP904 B-CERTIFICATES C-CHANGE OF ADDRESS-RP960AC D-COMMENDATIONS-FG79 E-EMPLOYEE ACCIDENT FORMS-FG166 F-EMPLOYEE EVALUATIONS-PDAS28 G-JURY DUTY SLIPS H-NOTICE OF APPOINTMENT-RP215R I-NOTICE OF REASSIGNMENT-RP902 J-NOTICE TO CORRECT DEFICIENCIES-FG78 K-REQUEST FOR DEVIATION OF HOURS L-TIME-OFF COMPENSATION REQUEST-FG68	TE+2		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/CABRILLO MARINE MUSEUM**

**/REC/401/** *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
/REC/401/	D	DUPLICATE RECORD SERIES			
/REC/401/	D001.	CHRONOLOGICAL CORRESPONDENCE FILE ((CORRESPONDENCE FILE) CABRILLO MARINE MUSEUM ) RECORD TYPES:	TO+3		N N N
/REC/401/	D002.	EMPLOYEE PERSONNEL FOLDERS (R & P PERSONNEL DIVISION ) RECORD TYPES: A-APPLICATION FOR EMPLOYMENT-RP 904 B-CORRESPONDENCE C-EMPLOYEE EVALUATION REPORT-PDAS 28 D-NOTICE OF APPOINTMENT AND ASSIGNMENT-RP 215 R E-TIME OFF/COMPENSATION REQUEST-GEN. 68	TE+2		N N N
/REC/401/	D003.	FACILITY PLANS AND BLUEPRINTS (R & P DESIGN & CONSTRUCTION ) RECORD TYPES:	SU		N N N
/REC/401/	D004.	INDIVIDUAL EMPLOYEE TIME SHEETS (RP 507) (R & P PAYROLL SECTION ) FORM: RP 507 RECORD TYPES:	TO+1		N N N
/REC/401/	D005.	INTER AND INTRA DEPARTMENT MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/401/	D006.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES	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: RECREATION AND PARKS/SCIENTIFIC & EDUCATION/CABRILLO MARINE MUSEUM**

**/REC/401/** *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
(NON-RECORD MATERIAL ) RECORD TYPES:					
/REC/401/	D007.	SUBJECT FILE (INFORMATION BOOTH) (MUSEUM ADMINISTRATION OFFICE ) RECORD TYPES:	AR+2		N N N
/REC/401/	D008.	SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N

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

**Records of: RECREATION AND PARKS/ACCOUNTING CHIEF ACCOUNTANT**

**/REC/40A/** *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
/REC/40A/	D	DUPLICATE RECORD SERIES			
/REC/40A/	D001.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/40A/	D002.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/ACCOUNTING (APPROPRIATION)**  
**/REC/40B/**

*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
/REC/40B/	D	DUPLICATE RECORD SERIES			
/REC/40B/	D001.	BUDGETARY CONTROL (PUNCH CARD) (INFO RETAINED ON STMT OF COND'N OF APPROPRIATION IN AUTH'Y FILE) RECORD TYPES:	TO+0/01		N N N
/REC/40B/	D002.	CASH DEMANDS (CONTROLLER ) RECORD TYPES: A-INVOICES B-REMITTANCE ADVICE-5042A	CL+2		N N N
/REC/40B/	D003.	CASH TRANSFER VOUCHER (5041) (CONTROLLER ) FORM: 5041 RECORD TYPES:	CL+5		N N N
/REC/40B/	D004.	ENCUMBRANCE ADJUSTMENTS (GEN 36) (CONTROLLER ) FORM: GEN 36 RECORD TYPES:	TO+2		N N N
/REC/40B/	D005.	INTERDEPARTMENTAL SUB ORDER (ISO) (GENERAL SERVICE (CITY STORES/PRINT SHOP) ) RECORD TYPES:	CL+2		N N N
/REC/40B/	D006.	JOURNAL VOUCHER (PRINTING) (CONTROLLER ) 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**  
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**Duplicate Records**

**Records of: RECREATION AND PARKS/ACCOUNTING (APPROPRIATION)**  
**/REC/40B/**

*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-GENERAL LEDGER JOURNAL VOUCHER-CONT 19A B-NOTICE OF GENERAL VOUCHER CHARGES-A 15			
/REC/40B/	D007.	PURCHASE ORDER - (MAPS) MODERN ACCOUNTS PAYABLE SYSTEM (PURCHASING AGENT) RECORD TYPES: A-DELIVERY TICKETS B-INVOICES C-PURCHASE ORDER CHANGE-DS 6	TO+5		N N N
/REC/40B/	D008.	PURCHASE ORDER (MAPS) NOTICE OF SCHEDULED PAYMENT (NSP) (PURCHASING AGENT) RECORD TYPES: A-DELIVERY TICKETS B-INVOICES C-NOTICE OF SCHEDULED PAYMENT-5043 D-PURCHASE ORDER CHANGE-DS 6	TO+5		N N N
/REC/40B/	D009.	PURCHASE REQUISITIONS (DS 1A) (PURCHASING AGENT) FORM: DS 1A RECORD TYPES:	CL+1		N N N
/REC/40B/	D010.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 60 & 6 RECORD TYPES:	SU		N N N
/REC/40B/	D011.	RECORDS TRANSFER LISTS (FG 62) (CITY CLERK, RECORDS MGMT. DIV. - DISCARD AFTER BOXES DEST'YD) FORM: FG 62 RECORD TYPES:	CL		N N N
/REC/40B/	D012.	REQUEST FOR ANNUAL PURCHASE AGREEMENT (DS 1B) (PURCHASING AGENT) FORM: DS 1B 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: RECREATION AND PARKS/ACCOUNTING (APPROPRIATION)**  
**/REC/40B/**

*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			
/REC/40B/	D013.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
/REC/40B/	D014.	REQUEST FOR PAYMENT (FUND 2790) (GEN 81) (CONTROLLER ) FORM: GEN 81 RECORD TYPES:	TO+2		N	N	N	
/REC/40B/	D015.	REQUEST FOR PURCHASE ORDER CHANGE (DS 6A) (PURCHASING AGENT ) FORM: DS 6A RECORD TYPES:	SU		N	N	N	
/REC/40B/	D016.	RESOLUTIONS (REC. & PARKS COMMISSION OFFICE ) RECORD TYPES:	TO+5		N	N	N	
/REC/40B/	D017.	STATEMENT OF APPROPRIATION AND UNENCUMBERED BALANCE (9034) (COMPUTER GENERATED DATA - INFORMATION RETAINED ON BUDGET CODING...) FORM: 9034 RECORD TYPES:	TO+0/01		N	N	N	
/REC/40B/	D018.	STORES MULTI USE FORM (SMUF) (GS/MN1) (GENERAL SERVICES DEPARTMENT ) FORM: GS/MN1 RECORD TYPES:	CL+1		N	N	N	

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

**City of Los Angeles**  
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**Duplicate Records**

**Records of: RECREATION AND PARKS/ACCOUNTING (APPROPRIATION)**

**/REC/40B/**

*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			
/REC/40B/	D019.	TRAVEL AUTHORITY (GEN 71) (CONTROLLER) FORM: GEN 71 RECORD TYPES: A-PERSONAL EXPENSE STATEMENT-GEN 16	TO+2		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**  
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**Duplicate Records**

**Records of: RECREATION AND PARKS/ACCOUNTING (COST)**  
**/REC/40C/**

*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			
/REC/40C/	D	DUPLICATE RECORD SERIES						
/REC/40C/	D001.	ADDRESS ROSTER ( R & P PAYROLL SECTION ) RECORD TYPES:	TO+5		N	N	N	
/REC/40C/	D002.	CARFARE AND PHONE EXPENSE STATEMENT (5057) (CONTROLLER ) FORM: 5057 RECORD TYPES:	TO+2		N	N	N	
/REC/40C/	D003.	EQUIPMENT DISPOSITION REPORT (RP 107) ( R & P MATERIAL/EQUIPMENT MANAGEMENT ) FORM: RP 107 RECORD TYPES:	TO+2		N	N	N	
/REC/40C/	D004.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/REC/40C/	D005.	MILEAGE AND CARFARE REIMBURSEMENT ADJUSTMENT (CONTROLLER ) RECORD TYPES: A-MILEAGE STATEMENT-2053 B-PAYROLL/REIMBURSEMENT ADJUSTMENTS-RP 342 C-VARIATION FIELDS AND HOURS EXCEPTION LISTS	TO+2		N	N	N	
/REC/40C/	D006.	MILEAGE REIMBURSEMENTS (CONTROLLER ) RECORD TYPES:	TO+2		N	N	N	

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
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**Records of: RECREATION AND PARKS/ACCOUNTING (COST)**

**/REC/40C/** *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
/REC/40C/	D007.	NOTICE OF SCHEDULE PAYMENT (5043) (CONTROLLER) FORM: 5043 RECORD TYPES:	AU+2		N N N
/REC/40C/	D008.	PAYROLL/REIMBURSEMENT WORKSHEET (5039) (CONTROLLER) FORM: 5039 RECORD TYPES:	TO+2		N N N
/REC/40C/	D009.	PAYROLL VARIATION REPORT (R & P PAYROLL SECTION) RECORD TYPES:	TO+0/03		N N N
/REC/40C/	D010.	PRIOR CHECKS (CONTROLLER) RECORD TYPES:	TO+2		N N N
/REC/40C/	D011.	PUBLICATIONS AND REFERENCE MATERIAL RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/REC/40C/	D012.	RECORDS RETENTION SCHEDULES (GEN 61) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 61 RECORD TYPES:	SU		N N N

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**City of Los Angeles**  
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**Duplicate Records**

**Records of: RECREATION AND PARKS/ACCOUNTING (COST)**  
**/REC/40C/**

*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
/REC/40C/	D013.	RECORDS TRANSFER LISTS (FG 62) (CITY CLERK, RECORDS MGMT. DIV. - DISCARD AFTER BOXES DESTROYED) FORM: FG 62 RECORD TYPES:	CL		N N N
/REC/40C/	D014.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N N N
/REC/40C/	D015.	REQUEST FOR PAYMENT (GEN 81) (CONTROLLER ) FORM: GEN 81 RECORD TYPES:	AU+2		N N N
/REC/40C/	D016.	REPORT OF GENERAL MANAGER (R & P COMMISSION OFFICE ) 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: RECREATION AND PARKS/ACCOUNTING MUNICIPAL RECREATION PROGRAMS**  
**/REC/40D/**

*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			
/REC/40D/	D	DUPLICATE RECORD SERIES						
/REC/40D/	D001.	CASH DEMANDS (CONTROLLER ) RECORD TYPES: A-INVOICES B-REMITTANCE ADVICE-5042 A	TO+2		N	N	N	
/REC/40D/	D002.	CASH RECEIPTS TRANSMITTALS (RP 0723) (R & P REVENUE ACCOUNTING ) FORM: RP 0723 RECORD TYPES:	TO+2		N	N	N	
/REC/40D/	D003.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MANGEMENT DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N	N	N	
/REC/40D/	D004.	RECORDS TRANSFER LISTS (FG 62) (CITY CLERK, RECORDS MANAGEMENT; DISCARD AFTER BOXES DEST'YD) FORM: FG 62 RECORD TYPES:	CL		N	N	N	
/REC/40D/	D005.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MANAGEMENT DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N	N	N	
/REC/40D/	D006.	REQUEST FOR PAYMENT (2410 FUND) (GEN 81)	TO+2		N	N	N	

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

**City of Los Angeles**  
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**Records of: RECREATION AND PARKS/ACCOUNTING MUNICIPAL RECREATION PROGRAMS**

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

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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(CONTROLLER ) FORM: GEN 81 RECORD TYPES:

/REC/40D/	D007.	TIMESHEET FOR NON-ALLOCATED PART-TIME HOURS (RP0728) (R & P PAYROLL ) FORM: RP0728 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**  
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**Records of: RECREATION AND PARKS/ACCOUNTING (REVENUE)**  
**/REC/40E/**

*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
/REC/40E/	D	DUPLICATE RECORD SERIES			
/REC/40E/	D001.	INVOICES (11-B) (ACCOUNTING/REVENUE ) FORM: 11-B RECORD TYPES:	TO+2		N N N
/REC/40E/	D002.	RECORDS RETENTION SCHEDULES (GEN 61) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 61 RECORD TYPES:	SU		N N N
/REC/40E/	D003.	RECORDS TRANSFER LISTS (FG 62) (CITY CLERK, RECORDS MGMT. DIV; DESTROY AFTER ALL ITEMS HAVE BEEN DESTROYED) FORM: FG 62 RECORD TYPES:	CL		N N N
/REC/40E/	D004.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N N N
/REC/40E/	D005.	REQUEST FOR PAYMENT (GEN 81) (CONTROLLER ) FORM: GEN 81 RECORD TYPES: A-COPY OF CHECK B-LETTER TO PAYER C-REFUND CHECK FOR REIMBURSEMENT	TO+2		N N N
/REC/40E/	D006.	REQUEST FOR PAYMENT - REFUND (GEN 81)	TO+2		N N N

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

**City of Los Angeles**  
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**Records of: RECREATION AND PARKS/ACCOUNTING (REVENUE)**

**/REC/40E/**

*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
/REC/40E/	D007.	(CONTROLLER ) FORM: GEN 81 RECORD TYPES: A-CANCELLATION NOTICE & REFUND REQUEST-M-134 B-RECEIPT-RP 0303 C-CORRESPONDENCE-GEN 160H D-SPORTS OFFICE FUND DEMAND-RP 0362 <b>SENIOR CITIZEN MONTHLY TREASURER'S REPORT</b> (R & P SENIOR CITIZEN CENTER ) RECORD TYPES:	TO+2		N N N

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/BANNING RESIDENCE & MUSEUM**  
**/REC/492/**

*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
/REC/492/	D	DUPLICATE RECORD SERIES			
/REC/492/	D001.	INTER AND INTRADEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/492/	D002.	DAILY STATEMENT OF BUDGET CONDITION (9032) (BUREAU OF ACCOUNTING DIVISION ) FORM: 9032 RECORD TYPES:	TO+2		N N N
/REC/492/	D003.	MUNICIPAL RECREATION PROGRAMS (A611S) (R & P ACCOUNTING DIVISION ) FORM: A611S RECORD TYPES:	TO+2		N N N
/REC/492/	D004.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES (ORIGINATING OFFICE; NON RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/492/	D005.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIVISION ) FORM: GEN 60 & G RECORD TYPES:	SU		N N N
/REC/492/	D006.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIVISION; DISCARD AFTER ALL BOXES DESTROYED) FORM: GEN 62	CL		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/BANNING RESIDENCE & MUSEUM**

**/REC/492/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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

/REC/492/	D007.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORD MGMT. DIVISION ) FORM: GEN 48 RECORD TYPES:	TO+10		N N N
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/TRAVEL TOWN**

**/REC/493/**

*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			
/REC/493/	D	DUPLICATE RECORD SERIES						
/REC/493/	D001.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP 507) (RECREATION & PARKS PERSONNEL DIVISION ) FORM: RP 507 RECORD TYPES:	TO+2		N	N	N	
/REC/493/	D002.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/REC/493/	D003.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N	N	N	
/REC/493/	D004.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		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: RECREATION AND PARKS/METROPOLITAN REGION ADMINISTRATION HDQRTS**  
**/REC/500/**

*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
/REC/500/	D	DUPLICATE RECORD SERIES			
/REC/500/	D001.	ANNUAL REPORT ( R & P PUBLIC INFORMATION ) RECORD TYPES:	SU		N N N
/REC/500/	D002.	BOARD REPORTS ( R & P COMMISSION OFFICE ) RECORD TYPES:	TO+1		N N N
/REC/500/	D003.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP 507) ( RECREATION AND PARKS/PAYROLL ) FORM: RP 507 RECORD TYPES:	TO+1		N N N
/REC/500/	D004.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS ... ( ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/500/	D005.	JOB ORDERS (152-A) ( R & P CONSTRUCTION DIVISIONS ) FORM: 152-A RECORD TYPES:	TO+5		N N N
/REC/500/	D006.	NON-EMPLOYEE ACCIDENT REPORT (GEN 87) ( CITY ATTORNEY/LIABILITY SECTION ) FORM: GEN 87 RECORD TYPES:	TO+5		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
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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: RECREATION AND PARKS/METROPOLITAN REGION ADMINISTRATION HDQRTRS**

**/REC/500/** *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
/REC/500/	D007.	OVERTIME REQUESTS (0427) (R & P PAYROLL SECTION ) FORM: 0427 RECORD TYPES:	TO+1		N N N
/REC/500/	D008.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/500/	D009.	RECORDS RETENTION RECORDS (CITY CLERK/RECORDS MANAGEMENT ) RECORD TYPES:	SU		N N N
/REC/500/	D010.	STORES REQUISITION (DS-70) (RECREATION AND PARK/STORES ) FORM: DS-70 RECORD TYPES:	TO+1		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/RECREATION OFFICE**

**/REC/520/** *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
/REC/520/	D	DUPLICATE RECORD SERIES			
/REC/520/	D001.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP 507) (R & P PERSONNEL DIVISION ) FORM: RP 507 RECORD TYPES:	TO+1		N N N
/REC/520/	D002.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/520/	D003.	MEMORANDUMS OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICE ) RECORD TYPES:	SU		N N N
/REC/520/	D004.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/520/	D005.	RECORDS RETENTION SCHEDULES (GEN 60/61) (CITY CLERK/RECORDS MANAGEMENT ) FORM: GEN 60/61 RECORD TYPES:	SU		N N N
/REC/520/	D006.	REQUEST FOR OVERTIME (RP 0427) FORM: RP 0427 RECORD TYPES:	TO+1		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/METROPOLITAN REGION/RECREATION OFFICE**

**/REC/520/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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/REC/520/	D007.	TIME OFF/COMPENSATION REQUEST (GEN 68) FORM: GEN 68 RECORD TYPES:	TO+1		N N N
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
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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: RECREATION AND PARKS/METROPOLITAN REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)**  
**/REC/521/**

*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			
/REC/521/	D	DUPLICATE RECORD SERIES						
/REC/521/	D001.	MINUTES AND FINANCIAL REPORTS OF SPORTS COMMITTEES ( R & P MUNICIPAL SPORTS CENTRAL OFF. ) RECORD TYPES:	TO+2		N	N	N	
/REC/521/	D002.	MUNICIPAL SPORTS RECEIPTS ( R & P REVENUE ACCOUNTING ) RECORD TYPES:	AU+2		N	N	N	
/REC/521/	D003.	PAYMENT VOUCHER FILES ( R & P ACCOUNTING DIVISION ) RECORD TYPES: A-OFFICIALS PAYMENT VOUCHER-RP 0725 B-PAYMENT VOUCHER (MRP)-RP 0726	TO+2		N	N	N	
/REC/521/	D004.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/REC/521/	D005.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & 6 RECORD TYPES:	SU		N	N	N	
/REC/521/	D006.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 62 RECORD TYPES:	CL		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: RECREATION AND PARKS/METROPOLITAN REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)**

**/REC/521/** *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
/REC/521/	D007.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	CL		N N N
/REC/521/	D008.	TEAM REPORT (MONTHLY) (R & P ACCOUNTING DIVISION ) RECORD TYPES:	SU		N N N
/REC/521/	D009.	VITAL RECORDS INFORMATION SHEET (GEN 66) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 66 RECORD TYPES:	SU		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/PACIFIC REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)**  
**/REC/540/**

*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
/REC/540/	D	DUPLICATE RECORD SERIES			
/REC/540/	D001.	MINUTES AND FINANCIAL REPORTS OF SPORTS COMMITTEES ( R & P MUNICIPAL SPORTS CENTRAL OFFICE ) RECORD TYPES:	TO+2		N N N
/REC/540/	D002.	MUNICIPAL SPORTS RECEIPTS ( R & P REVENUE ACCOUNTING ) RECORD TYPES:	AU+2		N N N
/REC/540/	D003.	PAYMENT VOUCHER FILE ( R & P ACCOUNTING DIVISION ) RECORD TYPES: A-OFFICIALS PAYMENT VOUCHER-RP 0725 B-PAYMENT VOUCHER (MRP)-RP 0726	TO+2		N N N
/REC/540/	D004.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/540/	D005.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & 6 RECORD TYPES:	SU		N N N
/REC/540/	D006.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 62 RECORD TYPES:	CL		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: RECREATION AND PARKS/PACIFIC REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)**

**/REC/540/** *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
/REC/540/	D007.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	CL		N N N
/REC/540/	D008.	TEAM REPORT (MONTHLY) (R & P ACCOUNTING DIVISION ) RECORD TYPES:	SU		N N N
/REC/540/	D009.	VITAL RECORDS INFORMATION SHEET (GEN 66) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 66 RECORD TYPES:	SU		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: RECREATION AND PARKS/EQUIPMENT & ANALYSIS**  
**/REC/59/**

*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			
/REC/59/	D	DUPLICATE RECORD SERIES						
/REC/59/	D001.	BOARD REPORTS & MINUTES ( R & P BOARD OFFICE ) RECORD TYPES:	TO+2		N	N	N	
/REC/59/	D002.	EQUIPMENT BUDGET (CAO 652) (CAO ) FORM: CAO 652 RECORD TYPES:	TO+2		N	N	N	
/REC/59/	D003.	EQUIPMENT INVENTORY REPORT (CONTROLLER ) RECORD TYPES:	SU		N	N	N	
/REC/59/	D004.	EQUIPMENT REQUEST (RP 0029 B) (CAO ) FORM: RP 0029 B RECORD TYPES:	TO+2		N	N	N	
/REC/59/	D005.	INTER & INTRA DEPARTMENTAL PUBLICATIONS, MANUALS, ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/REC/59/	D006.	PUBLICATIONS & REFERENCE MATERIAL FROM OUTSIDE SOURCES (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: RECREATION AND PARKS/EQUIPMENT & ANALYSIS**  
**/REC/59/**

*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
/REC/59/	D007.	PURCHASE REQUISITION (DS-1A) (GENERAL SERVICES PURCHASING ) FORM: DS-1A RECORD TYPES:	TO+10	N	N N
/REC/59/	D008.	PURCHASE ORDER (DS-2) (GENERAL SERVICES PURCHASING ) FORM: DS-2 RECORD TYPES:	TO+10	N	N N
/REC/59/	D009.	REQUEST FOR EQUIPMENT LIST DEVIATION (RULE 11) (GEN 112) (CAO ) FORM: GEN 112 RECORD TYPES:	TO+2	N	N N
/REC/59/	D010.	REQUEST FOR SALE (GS/SS 8) (GENERAL SERVICES SALVAGE ) FORM: GS/SS 8 RECORD TYPES:	TO+2	N	N N
/REC/59/	D011.	SPECIAL OCCURRANCE & LOSS REPORT (EQUIPMENT) (218) (METRO REGION ADMINISTRATION ) FORM: 218 RECORD TYPES:	TO+2	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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/VALLEY REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)**  
**/REC/590/**

*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
/REC/590/	D	DUPLICATE RECORD SERIES			
/REC/590/	D001.	MINUTES AND FINANCIAL REPORTS OF SPORTS COMMITTEES (R & P MUNICIPAL SPORTS CENTRAL OFF. ) RECORD TYPES:	TO+2		N N N
/REC/590/	D002.	MUNICIPAL OFFICIALS ASSIGNMENT SHEET (R & P MUNICIPAL SPORTS CENTRAL OFF. ) RECORD TYPES:	TO+2		N N N
/REC/590/	D003.	MUNICIPAL SPORTS RECEIPTS (R & P MUNICIPAL SPORTS OFFICE ) RECORD TYPES:	AU+2		N N N
/REC/590/	D004.	PAYMENT VOUCHER FILE (R & P ACCOUNTING DIVISION ) RECORD TYPES: A-OFFICIALS PAYMENT VOUCHER-RP 0725 B-PAYMENT VOUCHER (MRP)-RP 0726	TO+2		N N N
/REC/590/	D005.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/590/	D006.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & 6 RECORD TYPES:	SU		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/VALLEY REGION/SPECIAL SERVICES (MUNICIPAL SPORTS)**

**/REC/590/** *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
/REC/590/	D007.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 62 RECORD TYPES:	CL		N N N
/REC/590/	D008.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 48 RECORD TYPES:	CL		N N N
/REC/590/	D009.	TEAM REPORT (MONTHLY) (R & P ACCOUNTING DIVISION) RECORD TYPES:	SU		N N N
/REC/590/	D010.	VITAL RECORDS INFORMATION SHEET (GEN 66) (CITY CLERK, RECORDS MGMT. DIV.) FORM: GEN 66 RECORD TYPES:	SU		N N N

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

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/BUDGET SECTION**  
**/REC/61/**

*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			
/REC/61/	D	DUPLICATE RECORD SERIES						
/REC/61/	D001.	BUDGET REQUEST FORMS AND CORRESPONDENCE (INTRA-DEPARTMENTAL) (CAO) RECORD TYPES:	TO+5		N	N	N	
/REC/61/	D002.	CHART OF ACCOUNTS (R & P ACCOUNTING DIVISION) RECORD TYPES:	SU		N	N	N	
/REC/61/	D003.	CULTURAL AFFAIR TRANSFER (CAO) RECORD TYPES:	TO+8		N	N	N	
/REC/61/	D004.	INDIVIDUAL TIME SHEETS (RP 507) (PAYROLL DIVISION) FORM: RP 507 RECORD TYPES:	TO+1		N	N	N	
/REC/61/	D005.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETINS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/REC/61/	D006.	MEASURES OF EFFECTIVENESS QUARTERLY REPORT (CAO) RECORD TYPES:	TO+2		N	N	N	

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

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

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

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

**Records of: RECREATION AND PARKS/BUDGET SECTION**

**/REC/61/**

*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
/REC/61/	D007.	PAYROLL/REIMBURSEMENT RECAPITULATION (5009) (CONTROLLER) FORM: 5009 RECORD TYPES:	TO+2		N N N
/REC/61/	D008.	PERSONNEL UTILIZATION REPORT (CAO 26) (CAO) FORM: CAO 26 RECORD TYPES:	TO+2		N N N
/REC/61/	D009.	PROPOSED BUDGET - SUPPORTING SCHEDULE (CAO 18) (CAO) FORM: CAO 18 RECORD TYPES:	TO+5		N N N
/REC/61/	D010.	PROPOSED DEPARTMENT ANNUAL BUDGET (CAO 14) (CAO) FORM: CAO 14 RECORD TYPES: A-EXPENDITURE CLASSIFICATION B-EXPENSE, EQUIPMENT OR SPECIAL REQUIREMENTS-CAO 11 C-EXTENSION SHEET-CAO 10/11 D-PACKAGE RANKING-CAO 696C E-PERSONNEL REQUIREMENTS-CAO 10 F-RECAPITULATION BY ELEMENT/PROGRAM-CAO 12 G-REQUEST AND REDUCTION PACKAGES-CAO 69B H-REVENUE ESTIMATE-CAO 19 I-SUPPORTING SCHEDULES-CAO 18 F-RECAPITULATION BY ELEMENT/PROGRAM-CAO 12	TO+8		N N N
/REC/61/	D011.	PUBLICATION AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (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  
**TO=THE DATE OF THE RECORD, i.e. the "TO DATE"**

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

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

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

**Records of: RECREATION AND PARKS/BUDGET SECTION**  
**/REC/61/**

*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			
/REC/61/	D012.	RECORDS RETENTION SCHEDULE (GEN 60/61) (CITY CLERK, RECORDS MGMT. DIVISION ) FORM: GEN 60/61 RECORD TYPES:	SU		N	N	N	
/REC/61/	D013.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV; DISCARD AFTER BOXES DESTROYED ) FORM: GEN 62 RECORD TYPES:	CL		N	N	N	
/REC/61/	D014.	REQUESTS FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIVISION ) FORM: GEN 48 RECORD TYPES:	CL		N	N	N	
/REC/61/	D015.	SALARY ADJUSTMENT REPORT RECORD TYPES:	TO+2		N	N	N	

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

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

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

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

**Records of: RECREATION AND PARKS/OFFICE SERVICES**  
**/REC/62A/**

*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
/REC/62A/	D	DUPLICATE RECORD SERIES			
/REC/62A/	D001.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, ... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/62A/	D002.	OFFICE SUPPLY REQUISITIONS (GENERAL SERVICES ) RECORD TYPES:	TO+1		N N N
/REC/62A/	D003.	PUBLICATIONS AND REFERENCE MATERIALS REC'D FROM OUTSIDE ... (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/62A/	D004.	RECORDS RETENTION SCHEDULES (GEN 60/GEN) (CITY CLERK, RECORDS MANAGEMENT DIV. ) FORM: GEN 60/GEN RECORD TYPES:	SU		N N N
/REC/62A/	D005.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MANAGMENT DIV.; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/REC/62A/	D006.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48)	TO+10		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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MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE  
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/OFFICE SERVICES**

**/REC/62A/** *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
(CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN 48 RECORD TYPES:					
/REC/62A/	D007.	SUPPLY ORDERS (GENERAL SERVICES) RECORD TYPES: A-INVOICES B-PURCHASE REQUISITION-GS/S-1 C-RECEIVING REPORT-GS/S-2 D-STORES MULTI-USE FORM-GS/MM 1	TO+2		N N N
/REC/62A/	D008.	SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/REC/62A/	D009.	TIMESHEETS (RP 507) (PAYROLL DIVISION) FORM: RP 507 RECORD TYPES:	TO+1		N N N
/REC/62A/	D010.	TRANSMITTAL OF RECEIPTS-INTERDIVISIONAL (RP 914) (RECREATION AND PARKS, REVENUE ACCOUNTING) FORM: RP 914 RECORD TYPES:	TO+2		N N N
/REC/62A/	D011.	VITAL RECORDS INFORMATION SHEET (GEN 66) (CITY CLERK, RECORDS MANAGEMENT DIVISION) FORM: GEN 66 RECORD TYPES:	SU		N N N
/REC/62A/	D012.	TELEPHONE SERVICE REQUESTS (GS/C-6) (GENERAL SERVICES-COMMUNICATIONS) FORM: GS/C-6 RECORD TYPES:	TO+1		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/OFFICE SERVICES**

**/REC/62A/**

*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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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: RECREATION AND PARKS/GOLF AND TENNIS RESERVATIONS**  
**/REC/62B/**

*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
/REC/62B/	D	DUPLICATE RECORD SERIES			
/REC/62B/	D001.	GOLF REGISTRATION FILE CARD (ALPHA) ( R & P GOLF & TENNIS RESERVATIONS INFO KEPT ON REG'N APP ) RECORD TYPES:			N N N
/REC/62B/	D002.	GOLF REGISTRATION FILE LIST (NUMERIC) ( R & P GOLF & TENNIS RESERVATIONS INFO KEPT ON REG'N APP ) RECORD TYPES:			N N N
/REC/62B/	D003.	INDIVIDUAL EMPLOYEE TIME SHEETS (RP507) ( R & P PAYROLL SECTION ) FORM: RP507 RECORD TYPES:	TO+1		N N N
/REC/62B/	D004.	TELEPHONE SERVICE REQUESTS (GS/C-6) (GENERAL SERVICES (COMMUNICATION); TO BE DELETED; TRANSF'D TO 62A) FORM: GS/C-6 RECORD TYPES:	TO+2		N N N
/REC/62B/	D005.	TENNIS REGISTRATION FILE CARD ( R & P, GOLF & TENNIS RESERVATIONS INFO KEPT ON REG'N APP ) RECORD TYPES:			N N N
/REC/62B/	D006.	TENNIS REGISTRATION FILE LIST			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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/GOLF AND TENNIS RESERVATIONS**

**/REC/62B/**

*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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(R & P, GOLF & TENNIS RESERVATIONS INFO KEPT ON REG'N APP ) RECORD TYPES:

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: RECREATION AND PARKS/VALLEY REGION/AQUATICS**  
**/REC/650/**

*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
/REC/650/	D	DUPLICATE RECORD SERIES			
/REC/650/	D001.	PERSONNEL FILE ( R & P PERSONNEL DIVISION ) RECORD TYPES: A-CHANGE OF NAME, ADDRESS AND MARITAL STATUS AND/OR PHONE-RPO398 B-CORRESPONDENCE C-DATA AND TRAINING RECORDS-RP0010 D-EVALUATION REPORTS-RP904	TE+3		N N N
/REC/650/	D002.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	CL		N N N
/REC/650/	D003.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N N N
/REC/650/	D004.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 62 RECORD TYPES:	CL		N N N
/REC/650/	D005.	TIME KEEPING RECORDS ( R & P PERSONNEL/PAYROLL DIVISION ) RECORD TYPES: A-STAFF SIGN-IN SHEET-RPO396 B-WEEKLY REPORTS-RP 126	TO+2		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: RECREATION AND PARKS/REVENUE MANAGEMENT**

**/REC/66/**

*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			
/REC/66/	D	DUPLICATE RECORD SERIES						
/REC/66/	D001.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N	N	N	
/REC/66/	D002.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MAGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		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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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

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

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

**Records of: RECREATION AND PARKS/PARK SERVICES HDQTRS/REVENUE & STAFF SERVICES**  
**/REC/71A/**

*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
/REC/71A/	D	DUPLICATE RECORD SERIES			
/REC/71A/	D001.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATION... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/71A/	D002.	EMPLOYEE PERSONNEL FOLDERS (FLDRS IN CRC PRIOR TO CAO RULE 25(4/17/79) BECOME PROPERTY OF PERSONNEL DEPT.) RECORD TYPES: A-APPLICATION - FULL TIME-PDR-1 B-APPLICATION - PART TIME-R & P 904 C-CASH SHORTAGE-63569 D-CODE OF ETHICS-FG 132-1 E-EMPLOYEE WITHHOLDING CERT-CO-205 F-INTRADERMAL TEST FOR T.B. (REFRESHMENT STAND)-RP-0321 G-LOYALTY CODE-FG 132 H-REPORT TO HIRE PART TIME (EMPLOYEE EXEMPT)-RP-417X I-REPORT OF MEDICAL HISTORY-POMSO-1 F-INTRADERMAL TEST FOR T.B. (REFRESHMENT STAND)-RP-0321	TE+2		N N N
/REC/71A/	D003.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SERVICE (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/71A/	D004.	PURCHASING FILE (REC. & PARKS CENTRAL STORE OFFICE ) RECORD TYPES: A-VENDOR DELIVERY RECEIPTS B-VENDOR INVOICES C-VENDOR REQUISITIONS	TO+2		N N N
/REC/71A/	D005.	RECORDS RETENTION SCHEDULES (GEN 60/61) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60/61 RECORD TYPES:	SU		N N N

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

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

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

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

**Records of: RECREATION AND PARKS/PARK SERVICES HDQTRS/REVENUE & STAFF SERVICES**

**/REC/71A/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
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/REC/71A/	D006.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10	N	N	N	
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/REC/71A/	D007.	TIME SHEETS (RP-7301/73) (REC. & PARKS PAYROLL SECTION ) FORM: RP-7301/73 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: RECREATION AND PARKS/PARK SERVICES HDQRTRS/ELYSIAN PK & LDG FRIENDSHIP**  
**/REC/71B/**

*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			
/REC/71B/	D	DUPLICATE RECORD SERIES						
/REC/71B/	D001.	CANCELLATION NOTICE AND REFUND ( R & P ACCOUNTING DIVISION ) RECORD TYPES:	TO+1		N	N	N	
/REC/71B/	D002.	DAILY TRANSMITTAL (REVENUE) RECORD TYPES:	TO+1		N	N	N	
/REC/71B/	D003.	QUOTE SHEET ( R & P ACCOUNTING DIVISION ) RECORD TYPES:	TO+1		N	N	N	
/REC/71B/	D004.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N	N	N	
/REC/71B/	D005.	REQUEST FOR AUTHORITY TO DESTROY (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		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: RECREATION AND PARKS/LOS ANGELES ZOO**  
**/REC/800/**

*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			
/REC/800/	D	DUPLICATE RECORD SERIES						
/REC/800/	D001.	CONTRACTS, ANNUAL ( R & P ACCOUNTING DIVISION, ORIGINATING OFFICE ) RECORD TYPES: A-CONTRACTS B-CORRESPONDENCE C-REQUEST FOR ANNUAL PURCHASE-DSB1	SU		N	N	N	
/REC/800/	D002.	EQUIPMENT INVENTORY ( R & P EQUIPMENT AND MATERIAL DIV. ) RECORD TYPES: A-CORRESPONDENCE B-EQUIPMENT DISPOSITION REPORT-RP0107 C-EQUIPMENT INVENTORY REPORT BY LOCATION	SU		N	N	N	
/REC/800/	D003.	INTRA/INTER DEPARTMENT MANUALS, PUBLICATIONS, BULLETINS, ... ( ORIGINATING OFFICE ) RECORD TYPES:	SU		N	N	N	
/REC/800/	D004.	MINUTES ( ORIGINATING ZOO OFFICE ) RECORD TYPES:	AR		N	N	N	
/REC/800/	D005.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES ( NON-RECORD MATERIAL ) RECORD TYPES:	AR		N	N	N	
/REC/800/	D006.	RECORDS RETENTION SCHEDULES ( GEN 60 & G ) ( CITY CLERK, RECORDS MANAGEMENT DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N	N	N	

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

**Records of: RECREATION AND PARKS/LOS ANGELES ZOO**

**/REC/800/** *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
/REC/800/	D007.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN 62 RECORD TYPES:	CL		N N N
/REC/800/	D008.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MANAGEMENT DIV.) FORM: GEN 48 RECORD TYPES:	CL		N N N
/REC/800/	D009.	SURPLUS MATERIALS (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/REC/800/	D010.	CASH RECEIPTS TRANSMITTAL (RP0723/RP0) (R & P REVENUE ACCOUNTING) FORM: RP0723/RP0 RECORD TYPES:	AU+1		N N N
/REC/800/	D011.	EMPLOYEE PERSONNEL FOLDERS (R & P PERSONNEL DIVISION) RECORD TYPES: A-APPLICATION FOR EMPLOYMENT-RP 904 B-CHANGE OF ADDRESS-RP960AC C-CORRESPONDENCE D-DUTY CERTIFICATE-PDAS43 E-EMPLOYEE EVALUATION REPORTS-PDAS28 F-EMPLOYEE GRIEVANCE-162 G-GRIEVANCE APPEAL-164 H-GRIEVANCE RESPONSE-163 I-NOTICE OF APPOINTMENT-193	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: RECREATION AND PARKS/LOS ANGELES ZOO**  
**/REC/800/**

*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
/REC/800/	D012.	J-NOTICE OF COMMENDATION-GEN79 K-NOTICE OF REASSIGNMENT-RP902 L-NOTICE OF VACANCY/REQUEST FOR CERTIFICATION-RP900 M-NOTICE OF CORRECT DEFICIENCY-GEN78 N-POSITION DESCRIPTION-PDES3 O-REPORT OF OCCUPATIONAL INJURY OR ILLNESS-GEN166 P-REQUEST FOR OVERTIME-RPO427 Q-TIME OFF COMPENSATION REQUEST-GEN68 <b>INDIVIDUAL EMPLOYEE TIMESHEETS (RP507)</b> (R & P PAYROLL SECTION ) FORM: RP507 RECORD TYPES:	TO+1		N N N
/REC/800/	D013.	<b>SUPPLIES RECEIVING RECORDS</b> (R & P ACCOUNTING DIVISION ) RECORD TYPES: A-CONTRACTS ORDER FORM-RP150 B-DELIVERY ORDER-RP111 C-PURCHASE REQUISITION-GS/SIA D-RECEIVING REPORT-GS/S-2 E-REQUEST FOR PURCHASE OF NON-STOCK ITEMS-RP135A	TO+1		N N N
/REC/800/	D014.	<b>TRIPPLICATE RECEIPT BOOK (RP33)</b> (R & P REVENUE ACCOUNTING ) FORM: RP33 RECORD TYPES:	AU+1		N N N
/REC/800/	D015.	<b>WEEKLY CREW TIME SHEETS (RP5054)</b> (R & P PAYROLL SECTION ) FORM: RP5054 RECORD TYPES: A-FULL-TIME WORK LOG B-PART-TIME WORK LOG	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: RECREATION AND PARKS/PLANNING & DEVELOPMENT/ADVANCE PLNNG & LAND MGMT**  
**/REC/92/**

*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
/REC/92/	D	DUPLICATE RECORD SERIES			
/REC/92/	D001.	BOARD REPORT (BOARD OFFICE ) RECORD TYPES:	AR		N N N
/REC/92/	D002.	INDIVIDUAL EMPLOYEE TIMESHEETS (RP 507) (RECREATION AND PARKS PAYROLL DIVISION ) FORM: RP 507 RECORD TYPES:	TO+1		N N N
/REC/92/	D003.	INTER AND INTRADEPARTMENTAL MANNUALS, BULLETINS... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/92/	D004.	MINUTES (RECREATION AND PARK BOARD OF COMMISSIONERS) (BOARD OFFICE ) RECORD TYPES:	AR		N N N
/REC/92/	D005.	EMPLOYEE PERSONNEL FOLDERS (RECREATION AND PARKS PERSONNEL ) RECORD TYPES: A-APPLICATION FOR EMPLOYMENT-PDR-1 B-CORRESPONDENCE C-EMPLOYEE EVALUATION REPORT-PDAS 28 D-NOMINATION FOR TRAINING-MER 8R E-NOTICE OF APPOINTMENT AND ASSIGNMENT-R&P 215R F-PERSONAL EXPENSE STATEMENT-GEN 16 G-POSITION DESCRIPTION-CSR 34	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: RECREATION AND PARKS/PLANNING & DEVELOPMENT/ADVANCE PLNNG & LAND MGMT**  
**/REC/92/**

*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
/REC/92/	D006.	H-REQUEST FOR OVERTIME I-TIME OFF/COMPENSATION REQUEST-GEN 68 F-PERSONAL EXPENSE STATEMENT-GEN 16 PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/92/	D007.	RECORDS RETENTION SCHEDULES (GEN 60 & G) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & G RECORD TYPES:	SU		N N N
/REC/92/	D008.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIV.; DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N
/REC/92/	D009.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10		N N N
/REC/92/	D010.	RESOLUTIONS (REC. & PARKS COMMISSION OFFICE ) RECORD TYPES:	AR+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: RECREATION AND PARKS/PLANNING & DEVELOPMENT/DESIGN & CONSTRUCTION**  
**/REC/93/**

*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
/REC/93/	D	DUPLICATE RECORD SERIES			
/REC/93/	D001.	CERTIFICATES AND PERMITS (FIRE AND BLDG & SAFETY ) RECORD TYPES: A-FIRE PERMITS-FD2002 B-GRADING CERTIFICATES-B-101 C-OCCUPANCY CERTIFICATES-B-95B	PE		N N N
/REC/93/	D002.	COUNCIL STATUS REPORTS (CITY CLERK (COUNCIL FILES) ) RECORD TYPES:	AR		N N N
/REC/93/	D003.	INTER & INTRA DEPARTMENTAL PUBLICATIONS, BULLETINS,... (ORIGINATING OFFICE ) RECORD TYPES:	SU		N N N
/REC/93/	D004.	PUBLICATIONS AND REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON-RECORD MATERIAL ) RECORD TYPES:	AR		N N N
/REC/93/	D005.	RECORDS RETENTION SCHEDULES (GEN 60 & 6) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 60 & 6 RECORD TYPES:	SU		N N N
/REC/93/	D006.	RECORDS TRANSFER LISTS (GEN 62) (DISCARD AFTER BOXES DESTROYED; CITY CLERK, RECORDS MGMT. DIV ) FORM: GEN 62 RECORD	CL		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: RECREATION AND PARKS/PLANNING & DEVELOPMENT/DESIGN & CONSTRUCTION**

**/REC/93/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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

/REC/93/	D007.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIV. ) FORM: GEN 48 RECORD TYPES:	TO+10	N	N	N
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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
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**Records of: RECREATION AND PARKS/PLANNING AND DEVELOPMENT/GRANTS ADMINISTRATION**  
**/REC/94/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/REC/94/	D	DUPLICATE RECORD SERIES			
/REC/94/	D001.	CONTRACT ACCOUNTING FILES (OFFICE OF CONTROLLER AND R & P BOARD SECRETARY ) RECORD TYPES: A-CONTRACTS B-CORRESPONDENCE C-PAYMENT REQUESTS-RP 251	AU+2		N N N
/REC/94/	D002.	PAYMENT DOCUMENTS (OFFICE OF CONTROLLER ) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE-GEN 40 B-CORRESPONDENCE C-ENCUMBRANCE ADJUSTMENTS-GEN 36 D-INTERNAL DEMANDS-GEN 1-C E-INTERNAL DEMAND SUBORDERS-GEN 31-A F-INTERDEPARTMENTAL ORDERS-GEN 34 G-INVOICES H-PURCHASE ORDERS-GEN D5-2 I-PURCHASE REQUISITIONS-GS/51A J-REQUESTS FOR PAYMENT-GEN 81 K-REQUESTS TO ENCUMBER FUNDS-GEN 106 L-RESOLUTIONS M-STORES MULTI USE FORMS-GSMM 1 N-SUBPURCHASE ORDERS-GEN 9 O-TRAVEL AUTHORITY-GEN 36	AU+2		N N N
/REC/94/	D003.	RECORDS RETENTION SCHEDULES (GEN 60/61) (CITY CLERK, RECORDS MGMT. DIVISION ) FORM: GEN 60/61 RECORD TYPES:	SU		N N N
/REC/94/	D004.	RECORDS TRANSFER LISTS (GEN 62) (CITY CLERK, RECORDS MGMT. DIVISION - DISCARD AFTER BOXES DESTROYED) FORM: GEN 62 RECORD TYPES:	CL		N N N

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**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
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**Records of: RECREATION AND PARKS/PLANNING AND DEVELOPMENT/GRANTS ADMINISTRATION**

**/REC/94/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/REC/94/	D005.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS (GEN 48) (CITY CLERK, RECORDS MGMT. DIVISION ) FORM: GEN 48 RECORD TYPES:	TO+10		N N N
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