

**City of Los Angeles**

September 6, 2018

***Department Records Disposition Schedules***

***LOS ANGELES ZOO***

*Schedule Number Department Name*

---

/ZOO/	LOS ANGELES ZOO
/ZOO/01/	LOS ANGELES ZOO

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

**Records of: LOS ANGELES ZOO**

**/ZOO/01/**

*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	
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p>										
/ZOO/01/	O	ORIGINAL RECORD SERIES FORM NO: RECORD TYPES:			DO	N	N	N	N	
/ZOO/01/	O001.	ACTIVITY REQUEST AND LOG	TO+2	TO+5	DO	N	N	N	N	
/ZOO/01/	O003.	ANIMAL DIET CARDS	TO+2	PE	DO	N	Y	N	N	
/ZOO/01/	O004.	ANIMAL DISPOSITION REPORTS (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO)	TE	TE+25	DO	N	N	N	N	
/ZOO/01/	O005.	ANIMAL HEALTH RECORD CARD (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO)	TE	TE+25	DO	N	N	N	N	
/ZOO/01/	O006.	ANIMAL MORBIDITY REPORTS (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO)	TE	TE+25	DO	N	N	N	N	
/ZOO/01/	O007.	ANIMAL MORTALITY REPORTS (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO)	TE	TE+25	DO	N	N	N	N	
/ZOO/01/	O008.	ANIMAL SERVICES DAILY REPORTS	TO+5	TO+10	DO	N	N	N	N	
/ZOO/01/	O009.	ANIMAL TRANQUILIZATION RECORDS (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM	TE	TE+25	DO	N	N	N	N	
/ZOO/01/	O010.	ANIMAL TRANSACTIONS 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	DO	N	N	N	N	
/ZOO/01/	O011.	ANIMAL TRANSFER REQUEST (ZAS)	CL+2	CL+2	DO	N	N	N	N	
/ZOO/01/	O013.	AUDIO TAPES, FILMS (PUBLIC SERVICE) (TRANSFER TO CITY ARCHIVES; RECORDS IN OTHER MEDIA, IE. FILM) RECORD TYPES: Historical	TO+5	PE	DO	N	Y	N	N	
/ZOO/01/	O014.	AUDIO TAPES, FILMS (PUBLIC SERVICE) AUTOMOBILE ACCIDENT REPORTS (GEN 88)	TO+10	TO+10	DO	N	N	N	N	
/ZOO/01/	O015.	BOOK OF ANIMAL ACCESSIONS (MAMMALS, BIRD, REPTILES)	TO+10	PE	DO	N	Y	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: LOS ANGELES ZOO**

**/ZOO/01/**

*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
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p>										
/ZOO/01/	O016.	(TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical CERTIFICATES, RESOLUTIONS AND COMMENDATIONS	AR	PE		DO	N	Y	N	
/ZOO/01/	O017.	(TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical CORRESPONDENCE AND SUBJECT FILES	AR	AR+5		DO	N	N	N	
/ZOO/01/	O018.	CUSTODY OF CHANGE FUND FORM	AU+2	AU+2		DO	N	N	N	
/ZOO/01/	O019.	DAILY ATTENDANCE AND REVENUE FILES RECORD TYPES: A-BANK DEPOSIT SLIPS B-BILLING DEPOSIT SLIP C-CASH ANALYSIS D-CASH REGISTER DAILY REPORT E-CASH REGISTER TAPE F-COLLECTION RECEIPT G-DAILY CASH REPORT & TRANSMITTAL H-DISCOUNT AND FREE ADMISSIONS I-HOURLY ATTENDANCE J-PURCHASE ORDER, OUTSIDE AGENCIES K-RECEIPTS RECAP L-TICKET REVENUE SHEET	AU+2	PE		DO	N	N	N	
/ZOO/01/	O020.	DAILY FACILITIES AND INSPECTION LOG	CL+2	CL+2		DO	N	N	N	
/ZOO/01/	O021.	DAILY GASOLINE LOG (GSPDA243)	CL+2	CL+2		DO	N	N	N	
/ZOO/01/	O022.	DAILY TREATMENT RECORDS, ANIMAL HEALTH	TE+2	TE+25		DO	N	N	N	
/ZOO/01/	O023.	DRUGS INVENTORY (ANNUAL)	SU+2	SU+2		DO	N	N	N	
/ZOO/01/	O024.	DUAL FUEL SYSTEM REQUISITION	TO+2	TO+2		DO	N	N	N	
/ZOO/01/	O025.	EMPLOYEE ABSENTEE LOG (DAILY)	CL+2	CL+2		DO	N	N	N	
/ZOO/01/	O026.	EMPLOYEE EVALUATION LOG	CL+2	CL+2		DO	N	N	N	
/ZOO/01/	O027.	EMPLOYEE PERSONNEL FOLDER TRANSFER TO EMPLOYEE'S NEW DEPARTMENT OR PERSONNEL RECORD TYPE: Confidential A-APPLICATION FOR EMPLOYMENT B-CHANGE OF ADDRESS FORM C-CORRESPONDENCE	TE	TE+3		DO	N	N	Y	

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: LOS ANGELES ZOO**

**/ZOO/01/**

*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		
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p>											
		D-DUTY CERTIFICATE-PDAS43 E-EMPLOYEE EVALUATION REPORTS-PDAS28 F-EMPLOYEE GRIEVANCE-162 G-GRIEVANCE APPEAL-164 H-GRIEVANCE RESPONSE-163 I-NOTICE OR APPOINTMENT-193 J-NOTICE OF COMMENDATION-GEN 79 K-NOTICE OF REASSIGNMENT-902 L-NOTICE									
/ZOO/01/	O028.	FEED AND GRAIN ORDERS	TO+2	TO+2	DO	N	N	N			
/ZOO/01/	O029.	FILM (EDUCATION AND EXHIBITS) (TRANSFER TO CITY ARCHIVES) RECORDS TYPE: Historical	TO+5	PE	DO	N	Y	N			
/ZOO/01/	O030.	FILM AND FILES, X-RAY, HEALTH (RETAIN 25 YEARS AFTER ANIMAL DEATH OR TRANSFER FROM ZOO; REC SERIES IN VARIED MEDIA)	TE	TE+25	DO	N	N	N			
/ZOO/01/	O031.	HEALTH CERTIFICATES, ANIMALS (U.S. DEPT OF AGRICULTURE FORM NO. 77010)	TE+2	TE+2	DO	N	N	N			
/ZOO/01/	O032.	INTERNATIONAL SPECIES INVENTORY SYSTEM-MAMMALS (ZB102) (INFORMATION TRANSFERRED TO MICROFICHE YEARLY, COMPLETE HISTORY OF ALL MAMMALS)	SU+5	SU+5	DO	N	N	N			
/ZOO/01/	O033.	INTERNATIONAL SPECIES INVENTORY SYSTEM-MAMMALS MICROFICHE) TRANSFER TO CITY ARCHIVES) RECORD TYPE: Historical	SU+10	PE	DO	N	Y	N			
/ZOO/01/	O034.	JOB ORDER LOG	CL+2	CL+2	DO	N	N	N			
/ZOO/01/	O035.	JOB ORDER REQUEST FILE RECORD TYPES A-AREA JOB ORDER (LONG FORM 152A) B-AREA JOB ORDER (SHORT FORM 152C) C-INTERNAL REQUEST - ZAS114	CL+2	CL+2	DO	N	N	N			
/ZOO/01/	O036.	KEY APPLICATIONS (ZOO KEYS) FORM 650	TE+2	TE+2	DO	N	N	N			
/ZOO/01/	O037.	KEY MASTER	SU+2	SU+2	DO	N	N	N			
/ZOO/01/	O038.	KEY REPORTS (SEALED)	TO+2	TO+2	DO	N	N	N			
/ZOO/01/	O039.	LEISURE INDEX ANALYSIS, PAID ATTENDANCE	TO+2	TO+2	DO	N	N	N			

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

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

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

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

**Records of: LOS ANGELES ZOO**

**/ZOO/01/**

*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
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p>								
/ZOO/01/	O040.	MAMMAL CLASSIFICATION DATA (REC SERIES IN OTHER MEDIA, IE: PHOTOS) A-CORRESPONDENCE B-PHOTOGRAPHS C-REPORTS	TE	PE	DO	N	N	N
/ZOO/01/	O041.	MAMMAL INVENTORY CARDS	TE	TE+25	DO	N	N	N
/ZOO/01/	O042.	MAPS (RECORDS IN OTHER MEDIA, IE, BLUEPRINTS, SCHEMATICS)	SU+2	SU+2	DO	N	N	N
/ZOO/01/	O043.	MINUTES (ANIMAL ACQUISITION COMMITTEE) (TRANSFER TO CITY ARCHIVES) RECORD TYPE : HISTORICAL	TO+5	PE	DO	N	Y	N
/ZOO/01/	O044.	MINUTES (STAFF MEEETING AND HEALTH COMMITTEE)	TO+5	TO+5	DO	N	N	N
/ZOO/01/	O045.	MINUTES (ZOO DEVELOPMENT COMMITTEE) (TRANSFER TO CITY ARCHIVES) RECORD TYPE: HISTORICAL	TO+5	PE	DO	N	Y	N
/ZOO/01/	O046.	NEWSPAPER CLIPPINGS (TRANSFER TO CITY ARCHIVES) RECORD TYPE: HISTORICAL	TO+5	PE	DO	N	Y	N
/ZOO/01/	O047.	NIGHT CONTROL LOG	CL+2	CL+4	DO	N	N	N
/ZOO/01/	O048.	NON-EMPLOYEE ACCIDENT REPORT	TO+10	TO+10	DO	N	N	N
/ZOO/01/	O049.	PHOTOGRAPHS (TRANSFER TO CITY ARCHIVES) RECORD TYPE: HISTORICAL	TE	PE	DO	N	Y	N
/ZOO/01/	O050.	PRESS AND PHOTO RELEASES (TRANSFER TO CITY ARCHIVES) RECORD TYPE: HISTORICAL	TO+5	PE	DO	N	Y	N
/ZOO/01/	O051.	PUBLICATIONS, INTERNAL (SEND FOUR COPIES TO CITY ARCHIVES) RECORD TYPE: HISTORICAL A - ANNUAL REPORT B-BROCHURES C-FACT SHEET D-HANDOUTS E-ZOO VIEWS	TO+2	PE	DO	N	Y	N
/ZOO/01/	O052.	SECURITY MANUAL	SU+2	SU+2	DO	N	N	N
/ZOO/01/	O053.	SECURITY PATROL AND RADIO LOG	CL+2	CL+2	DO	N	N	N

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

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

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

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

**Records of: LOS ANGELES ZOO**

**/ZOO/01/**

*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	
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p>										
/ZOO/01/	O054.	SPECIAL OCCURRENCE AND LOSS REPORT	TO+1	TO+10	DO	N	N	N		
/ZOO/01/	O055.	TIMEKEEPING RECORDS A- FULL TIME WORK LOG B-PART TIME WORK LOG	TO+5	TO+5	DO	N	N	N		
/ZOO/01/	O056.	VETERINARIAN NOTES (DAILY ROUNDS)	TO+5	TO+10	DO	N	N	N		
/ZOO/01/	O057.	VOLUNTEER WORKER FOLDERS A- APPLICATIONS B-CORRESPONDENCE C-EVALUATIONS D-HOURS WORKED E-KEYS ISSUED F-TB REPORT	TE+2	TE+10	DO	N	N	N		
/ZOO/01/	O058.	ZOO DIRECTIVES	SU+2	SU+2	DO	N	N	N		
/ZOO/01/	O059.	ZOO GUEST BOOK (TRANSFER TO CITY ARCHIVES) RECORD TYPE: HISTORIAL	CL	PE	DO	N	Y	N		
/ZOO/01/	O060.	ZOO PLANT IDENTIFICATION FILE (TRANSFER TO CITY ARCHIVES) RECORDTYPE: HISTORICAL	SU	PE	DO	N	Y	N		
/ZOO/01/	O061.	ABSENTEE REPORT	TO+2	TO+2	DO	N	N	N		
/ZOO/01/	O063.	PAY PERIOD POSTING RECORDS	TO+2	TO+2	DO	N	N	N		
/ZOO/01/	O064.	PAYCHECK SIGN-IN SHEET	TO+2	TO+2	DO	N	N	N		
/ZOO/01/	O065.	NOTICE OF VACANCY - REQUEST FOR CERTIFICATIONS	TO+2	TO+2	DO	N	N	N		
/ZOO/01/	O066.	FACILITY FILE (CORRESPONDENCE AND SUBJECT FILE BY FACILITY)	TO+10	TO+10	DO	N	N	N		
/ZOO/01/	O067.	ZOO COMMISSION MINUTES (TRANSFER TO CITY ARCHIVES) RECORD TYPE: HISTORICAL	TO+5	PE	DO	N	Y	N		
/ZOO/01/	O068.	ZOO COMMISSION BOARD REPORTS (TRANSFER TO CITY ARCHIVES) RECORD TYPE: HISTORICAL	TO+5	PE	DO	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**  
**Duplicate Records**

**Records of: LOS ANGELES ZOO**  
**/ZOO/01/**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) -- Office	Media Code	Record Type			
					V	H	C	L
/ZOO/01/	D	DUPLICATE RECORD SERIES FORM NO: RECORD TYPES:		DO	N	N	N	
/ZOO/01/	D002.	INTER-INTRA DEPARTMENTAL MANUALS, PUBLICATIONS (ORIGINATING OFFICE)	SU+2	DO	N	N	N	
/ZOO/01/	D003.	NON-EMPLOYEE ACCIDENT REPORT (FORM GEN 87) (CITY ATTORNEY/LIABILITY SECTION)	TO+5	DO	N	N	N	
/ZOO/01/	D004.	OVERTIME REQUESTS (PAYROLL SECTION)	TO+2	DO	N	N	N	
/ZOO/01/	D005.	RECORDS RETENTION RECORDS (CITY CLERK/RECORDS MANAGEMENT)	SU	DO	N	N	N	
/ZOO/01/	D006.	STORES REQUISITIONS	TO+2	DO	N	N	N	
/ZOO/01/	D007.	BUDGET A-CUMULATIVE STATUS REPORTS (CAO 21) B-DAILY STATEMENTS C-MEMORANDUMS D-INSTRUCTIONS FOR PREPARATION	TO+2	DO	N	N	N	
/ZOO/01/	D008.	GENERAL MANAGER WORK ASSIGNMENT LOG	TO+2	DO	N	N	N	
/ZOO/01/	D009.	PURCHASE ORDERS (CPO) (GENERAL SERVICES PURCHASING)	TO+2	DO	N	N	N	
/ZOO/01/	D010.	REQUEST FOR SALE/REUSE (GENERAL SERVICES SALVAGE)	TO+2	DO	N	N	N	
/ZOO/01/	D011.	PAYMENT VOUCHER FILE A-OFFICIALS PAYMENT VOUCHER B-PAYMENT VOUCHER	TO+2	DO	N	N	N	
/ZOO/01/	D012.	TELEPHONE BILLS - PACIFIC BELL	TO+2	DO	N	N	N	
/ZOO/01/	D013.	TRANSMITTAL - MISC	TO+2	DO	N	N	N	
/ZOO/01/	D014.	CREDIT CARD RECAP	TO+2	DO	N	N	N	
/ZOO/01/	D015.	ARS- ACCOUNTS RECEIVALBE SYSTEM	TO+2	DO	N	N	N	

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

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

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