



MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 22 - 0 3 5 7
OCT 14 2022

REPORT RE:

**APPROVAL OF DEPARTMENTAL RECORDS DISPOSITION SCHEDULE FOR
THE ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT**

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 North Spring Street
Los Angeles, California 90012

Honorable Members:

Transmitted herewith is the Departmental Records Disposition Schedule for the Economic and Workforce Development Department. This Office approves the records disposition schedule and finds that this request has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.3.

Should you have any questions, please contact Deputy City Attorney Regina Mills at (213) 978-7730.

Sincerely,

MICHAEL N. FEUER, City Attorney

By 
KATHLEEN KENEALY
Chief of Staff

KK:pj
Transmittal

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: December 17, 2021

TO: Honorable Mike Feuer, City Attorney
Room 800, City Hall East

Attn: Leela Kapur, Executive Assistant City Attorney

FROM: Holly L. Wolcott, City Clerk

Signed with ClerkSign



Dec 17, 2021 2:42PM



**SUBJECT: RE-APPROVAL OF DEPARTMENTAL RECORDS
DISPOSITION SCHEDULE
ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT**

Pursuant to ordinance 183,754 the City Clerk's Office in 2015 submitted to the City Attorney's Office all Departmental Records Disposition Schedules for review and recommendation for approval to the City Council. The Schedules for the Economic and Workforce Development Department were never returned to the City Clerk's Office for referral to City Council.

Please note that the Economic and Workforce Development Department has requested the addition of multiple record series to their Schedules in conjunction with this review and re-approval. The additions are noted on the last ten pages of the Schedules.

Please submit the attached files with your recommendation electronically to the City Clerk's Council and Public Services Division. Upon receipt from your Office, we will move forward with the Council approval process.

For further information, please contact Todd Gaydowski, of my Records Management Division, at (213) 473-8449 or todd.gaydowski@lacity.org.

Attachments

HLW/PFS/TG:ih
EXE-045-21

N:\FILE 2021\EXE-045-21.DOCX

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: EXECUTIVE MANAGEMENT
/CDD/01/ ECONOMIC AND WORKFORCE DEVELOPMENT

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
/CDD/01/	O	ORIGINAL RECORDS							
/CDD/01/	O001.	AUDIT REPORTS RECORD TYPES: Historical	TO+10	PE			N	Y	N
/CDD/01/	O002.	EXECUTIVE CORRESPONDENCE RECORD TYPES: Historical	CL+2	PE			N	Y	N
/CDD/01/	O003.	CONFIDENTIAL FILES RECORD TYPES: Historical	TO+3	PE			N	Y	N
/CDD/01/	O004.	PROJECTS/AGENCIES RECORD TYPES: Historical	CL+3	PE			N	Y	N
/CDD/01/	O005.	GENERAL MANAGER FILES/AUTHOR RECORD TYPES: Historical	TO+5	PE			N	Y	N
/CDD/01/	O006.	CHRONOLOGICAL FILES (PUBLIC INQUIRIES/OUTSIDE AGENCIES) RECORD TYPES: Historical	TO+5	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: EXECUTIVE MANAGEMENT
/CDD/01/ ECONOMIC AND WORKFORCE DEVELOPMENT *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		
/CDD/01/	0007.	COUNCIL COMMITTEE GRANTS RECORD TYPES: Historical	CL+2	PE			N	Y	N	
/CDD/01/	0008.	ASSOCIATION FILES RECORD TYPES: Historical	TO+5	PE			N	Y	N	
/CDD/01/	0009.	OTHER DEPARTMENTS RECORD TYPES: Historical	CL+2	PE			N	Y	N	
/CDD/01/	0010.	INTERNAL DIVISIONS RECORD TYPES: Historical	CL+2	PE			N	Y	N	
/CDD/01/	0011.	TRAVEL RECORD TYPES: Historical	TO+5	PE			N	Y	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: **ACCOUNTING**
/CDD/01A/ ECONOMIC AND WORKFORCE DEVELOPMENT

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	
/CDD/01A/	0	ORIGINAL RECORDS									

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

**Records of: PAYROLL
/CDD/01B/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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	
/CDD/01B/	O	ORIGINAL RECORDS								
/CDD/01B/	O001.	BAD CHECKS RECORD TYPES:	AU+5	AU+5			N	N	N	
/CDD/01B/	O002.	TIMEKEEPING RECORDS RECORD TYPES: A-WEEKLY TIMESHEET-5052-B B-SIGN IN/OUT LOG C-PAYROLL CORRECTION NOTICE	AU	AU+7			N	N	N	
/CDD/01B/	O003.	ADVANCE OVERTIME AUTHORIZATION RECORD TYPES:	AU	AU+3			N	N	N	
/CDD/01B/	O004.	MILEAGE INSURANCE RECORDS RECORD TYPES:	CL+2	CL+2			N	N	N	
/CDD/01B/	O005.	MILEAGE STATEMENT AND CONTINUATION RECORD TYPES: A-MILEAGE STATEMENTS-2053-1A B-MILEAGE STATEMENTS CONTINUATION-2053-1	AU	AU+3			N	N	N	
/CDD/01B/	O006.	BI-WEEKLY SALARY COST DISTRIBUTION RECORD TYPES:	AU	AU+5			N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: **PAYROLL**
/CDD/01B/ ECONOMIC AND WORKFORCE DEVELOPMENT

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			

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

**Records of: PERSONNEL
/CDD/01C/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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	
/CDD/01C/	0	ORIGINAL RECORDS								
/CDD/01C/	0001.	EMPLOYEE TIME RECORD (HISTORY CARD) (CDAS-045) (CDD RECORD TRANSFERS TO EMPLOYEE NEW DEPARTMENT OR PERSONNEL DEPARTMENT (CAO RULE 25)) FORM: CDAS-045 RECORD TYPES:	TE+2	TE+2		N	N	N		
/CDD/01C/	0002.	EMPLOYEE PERSONNEL RECORD (FOLDER) (FG 44) (FLDRS IN CRC PRIOR TO CAO RULE 25(4/17/79) BECOME PROPERTY OF PERSONNEL DEPT.) FORM: FG 44 D-PROPOSED DESIGNATION OF CONFIDENTIAL EMPLOYEE-FG 42 A-REQUEST FOR TRANSFER, VOLUNTARY REVERSIONS OR CLASS CHANGE-FG 16-B B-REQUEST FOR LEAVE OF ABSENCE-FG 38 C-PAYROLL/PERSONNEL CHANGE DOCUMENT-FG 41 E-TIME OFF/COMPENSATION REQUEST-FG 68 F-NOTICE OF DISCHARGE, SUSPENSION OR PROBATIONARY TERMINATION-FG 77 G-NOTICE TO CORRECT DEFICIENCY-FG 78 H-NOTICE OF COMMENDATION-FG 79 I-AUTOMOBILE ACCIDENT REPORT-FG 88 J-EXTENDED SICK LEAVE REQUEST-FG 89 K-EMPLOYEE MEDICAL CALENDAR-FG 90 L-MEDICAL INFORMATION CERTIFICATE-FG 91 M-CLAIM FOR REIMBURSEMENT-FG 130 N-EMPLOYEE REPORT OF OCCUPATIONAL INJURY OR ILLNESS-FG 166 O-PAYGRADE ADVANCEMENT-CAO 614 P-REQUEST FOR DETERMINATION OF STEP PLACEMENT-CAO 656 Q-EMPLOYEE EVALUATION REPORT-PDAS 28 R-DUTY CERTIFICATE-PDAS 43 S-NOTICE OF REMOVAL FOR MEDICAL REASONS-PDAS 66 T-RECORDS OF TRAINING-PDAS 1 U-CDD - EVALUATION FORM-CAS 45 V-REQUEST FOR BILINGUAL ASSIGNMENT-ES 66 W-NOMINATION FOR EMERGENCY APPOINTMENT-FG 76 X-REQUEST FOR RESTORATION TO ELIGIBLE LIST-PDAS 24	TE	TE		N	N	Y		

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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: PERSONNEL
/CDD/01C/ ECONOMIC AND WORKFORCE DEVELOPMENT

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	
/CDD/01C/	O003.	Y-CORRESPONDENCE PERSONNEL GUIDELINES RECORD TYPES:	SU+2	SU+2			N	N	N	
/CDD/01C/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2			N	N	N	
/CDD/01C/	O005.	CERT./EXEMPT/TRANSFER/PAYGRADE INTERVIEW FOLDERS A. Authorization to Hire Form B. Certification List C. Position Descriptions D. Interview Schedule E. Application for Employment and Resume F. Authorization for Release of Information G. Interview Questions/ Writing Exercise H. Interview Rating Sheet I. Input Summary Rating Sheet J. Interview Briefing Instructions for Raters K. Background Reference Check L. Non-Select letters M. Correspondence (emails & memo)	TO+2	TO+7	DO		N	N	Y	

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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: **SUPPORT SERVICES**
/CDD/01F/ **ECONOMIC AND WORKFORCE DEVELOPMENT**

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
/CDD/01F/	0	ORIGINAL RECORDS							
/CDD/01F/	0001.	CDD PARKING PERMITS AND PROCEDURES (Copy to General Services Dept./Commuter Services Section) A.Applications(Individual & Carpools) B.Permits C.Complaints D. Validations E-Receipts and Invoices F.Parking Enforcement Policy	TO+1	TO+2			N	N	N
/CDD/01F/	0002.	CITY FLEET VEHICLES A. Reservations B. Trip Sheets and Cards C. Voyager Gasolime Credit Card Receipts D. Preventive Maintenance Reports E. Driver's Trouble Reports F. Car Pool Inventory G. Occasional Overnite Garaging Authorizations H. Authorization for Garaging from Headquarters I. City Hall Garage Temporary Passes J. Smog Alerts K. Mileage L. Automobile Accident Reports	TO+1	TO+2			N	N	N
/CDD/01F/	0003.	ENCUMBERING DOCUMENTS A- City Stores Supply Request Forms by Division B- Paper/Toner/Film Request Forms by Division C- P.O. & Sub-P. O. Receiving Documents by Vendor D- City Stores Requisitions E- Supply Ordering Procedures F- Stores Multi-Use Forms	TO+2	TO+3			N	N	N
/CDD/01F/	0004.	RECORDS RETENTION DOCUMENTS A- Original & Duplicate Records Schedules and Revisions B- Record Transfer List Forms C- Records Index List Forms D- Request for Authority to Destroy Obsolete Records Packets	SU+2	SU+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: SUPPORT SERVICES
/CDD/01F/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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		
		E- Records Management Policies & Procedures F- Correspondence G- Inventory of Records Retention Boxes within CDD H- Miscellaneous Records Retention Projects								
/CDD/01F/	O005.	EQUIPMENT INVENTORY CONTROL A- Service Providers/Agency Files B- In-House Files	TO+5	TO+5	N	N	N			
/CDD/01F/	O006.	DUPLICATION DOCUMENTS A- Duplicating Requests	SU+1	SU+3	N	N	N			
/CDD/01F/	O007.	DIVISION BUDGET CONTROL A- Equipment Expenditure Forms B- Divisional Budget	TO+1	TO+1	N	N	N			
/CDD/01F/	O008.	BUILDING MANAGEMENT STAFF LABOR COSTS	TO+1	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
Original Records

Records of: INTERNAL MONITORING UNIT
/CDD/01G/ ECONOMIC AND WORKFORCE DEVELOPMENT *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Record Type				
			Office	Total	Code	V	H	C	L
/CDD/01G/	0	ORIGINAL RECORDS							
/CDD/01G/	0001.	AGENCY FILES RECORD TYPES:	CL+3	CL+5			N	N	N
/CDD/01G/	0002.	IMU INTERNAL FILES RECORD TYPES:	CL+5	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: /CDD/02/ AUDIT SECTION ECONOMIC AND WORKFORCE DEVELOPMENT 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			
/CDD/02/	0	ORIGINAL RECORDS										
/CDD/02/	0001.	AGENCY RECORDS RECORD TYPES:	AU+5	AU+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: **BUDGET SECTION**
/CDD/04/ **ECONOMIC AND WORKFORCE DEVELOPMENT** 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
/CDD/04/	0	ORIGINAL RECORDS							
/CDD/04/	0001.	PAYMENT VOUCHERS	AU+5	AU+5	DO	N	N	N	
/CDD/04/	0002.	PURCHASE ORDERS FOR SMS	AU+5	AU+5	DO	N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: *SPECIAL INVESTIGATION UNIT*
/CDD/05/ *ECONOMIC AND WORKFORCE DEVELOPMENT*

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Media Code	V	H	C	L		
/CDD/05/	0	ORIGINAL RECORDS									
/CDD/05/	0001.	SPECIAL INVESTIGATION FILES RECORD TYPES:	CL+3	CL+3			N	N	N		

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

Records of: HUMAN RESOURCES DIVISION-EEO/COMPLAINTS UNIT
/CDD/06/ ECONOMIC AND WORKFORCE DEVELOPMENT *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Media Code	V	H	C	L
/CDD/06/	0	ORIGINAL RECORDS							
/CDD/06/	0001.	CETA AGENCY AFFIRMATIVE ACTION PLANS RECORD TYPES:	TO+3	TO+5			N	N	N
/CDD/06/	0002.	JTPA AGENCY EEO/NONDISCRIMINATION FILES RECORD TYPES:	TO+3	TO+5			N	N	N
/CDD/06/	0003.	JTPA COMPLAINT FILES RECORD TYPES:	TO+3	TO+5			N	N	N
/CDD/06/	0004.	CETA AGENCY COMPLAINT TAPES RECORD TYPES:	TO+3	TO+5			N	N	N
/CDD/06/	0005.	JTPA ADMINISTRATIVE HEARING TAPES RECORD TYPES:	TO+3	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: HUMAN SERVICES NEIGHBORHOOD DEVELOPMENT
/CDD/41/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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	
/CDD/41/	O	ORIGINAL RECORDS								
/CDD/41/	O001.	HUMAN SERVICES AGENCY FILES RECORD TYPES: A-CONTRACTS (1.1); AA. AMENDMENTS (1.1.1) B-CORRESPONDENCE (1.2); AA. AGENCY (1.2.1); BB. GEN. (1.2.2) C-MONTHLY NARRATIVE REPORTS (1.3) D-REQUEST FOR PROPOSALS (1.4) E-SITE VISIT REPORTS (1.5) F-TRANSMITTALS (1.6)	CL+3	CL+5		N	N	N		
/CDD/41/	O002.	F-TRANSMITTALS (1.6) HUMAN SERVICES MONITOR'S WORKING FILES RECORD TYPES: A-AFFIRMATIVE ACTION PLAN (2.1) B-ARTICLES OF INCORPORATION (2.2) C-BANK REPORTS (2.3) D-BOARD RELATED (2.4) E-BUDGET MODIFICATION REQUEST (2.5) F-BY-LAWS (2.6) G-CASH REQUESTS (2.7) H-CLIENT ELIGIBILITY PLAN (2.8) I-CORRECTIVE ACTION PLAN (2.9) J-EXPENDITURE PLAN (2.10) K-FISCAL (2.11) L-INSURANCE (2.12) M-INVENTORY (2.13) N-LEASES (2.14) O-MONITOR'S REPORTS (2.15) P-PERSONNEL (2.16) Q-REQUIRED DOCUMENTS (2.17)	CL+3	CL+5		N	N	N		
/CDD/41/	O003.	NEIGHBORHOOD DEV. CONSTRUCTION/RENOVATION AGENCY FILES RECORD TYPES: A-CORRESPONDENCE (1.1)	CL+3	CL+5		N	N	N		

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

**Records of: HUMAN SERVICES NEIGHBORHOOD DEVELOPMENT
/CDD/41/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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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		
/CDD/41/	0010.	D-U.S. ESCROW MONTHLY REPORTS (7.4) ADMINISTRATION CORRESPONDENCE FILES RECORD TYPES: A-HUMAN SERVICES AGENCIES B-NEIGHBORHOOD DEVELOPMENT AGENCIES C-HANDYWORKER PROGRAMS D-PLANNING E-COMMUNITY SERVICE BLOCK GRANT F-HUD COMMUNITY DEVELOPMENT BLOCK GRANT G-REQUEST FOR PROPOSALS H-CITY DEPARTMENTS I-HOMELESS; AA. COLD/WET WEATHER; BB. MOBILE OMBUDSMAN; CC... J-AIDS; AA. RESIDENTIAL PROGRAMS; BB. EDUCATION & INFORMATION K-DEFUNDED AGENCIES	CL+3	CL+5		N	N	N			
/CDD/41/	0011.	HUMAN SERVICES/NEIGHBORHOOD DEVELOPMENT HOMELESS FILES RECORD TYPES: A-MOBILE OMBUDSMAN PROGRAM; AA. INTAKE FORMS; BB. CORRES. B-MOBILE HOME TRANSITIONAL HOUSING; AA. SERVICE PROVIDERS;... C-COLD/WEATHER PROGRAM; AA. VOUCHERS; BB. EVALUATION &... D-AGENCIES; AA. CONTRACTS; BB. CORRESPONDENCE	CL+3	CL+5		N	N	N			
/CDD/41/	0012.	HUMAN SERVICES/NEIGHBORHOOD OPERATIONS EARTHQUAKE RECOVERY RECORD TYPES: A-INTAKE FORMS B-CORRESPONDENCE C-SERVICE PROVIDERS D-CONTRACTS E-MISCELLANEOUS	CL+3	CL+5		N	N	N			

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

**Records of: YOUTH EMPLOYMENT SERVICES
/CDD/51/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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
/CDD/51/	0	ORIGINAL RECORDS							
/CDD/51/	0001.	AGENCY FILES RECORD TYPES: A-FISCAL B-INCOMING C-OUTGOING D-SITE VISITS E-MONITORING REPORT F-PAYROLL/TIMEKEEPING-5052-B G-QUARTERLY VERIFICATION H-RESIDENCY WAIVERS I-SUPPORTIVE SERVICES SURVEY J-TRANSITION TO JOB READINESS	AU+5	AU+5		N	N	N	
/CDD/51/	0002.	COMMUNITY SERVICE PROGRAM RECORD TYPES: A-TRANSPORTATION B-BUS REQUESTS C-STATUS REPORTS D-STAFF MEETINGS E-EVALUATIONS F-STAFF FOLDERS G-GRAND OPENINGS H-STAFF MEETING NOTES I-MONITORING J-NEWS RELEASES K-CORRESPONDENCE	TO+5	TO+5		N	N	N	
/CDD/51/	0003.	COMMUNITY SERVICE CENTER PERFORMANCE RECORD TYPES: A-FISCAL A-FISCAL B-MONTHLY REPORTS C-QUALIFICATIONSS D-PARTICIPANT SUPPORT SERVICES	AU+5	AU+5		N	N	N	
/CDD/51/	0004.	PROGRAM FILES	TO+5	TO+5		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: YOUTH EMPLOYMENT SERVICES
/CDD/SI/ ECONOMIC AND WORKFORCE DEVELOPMENT

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			Office	Total	Media Code	V	H	C	L
		RECORD TYPES: A-PROGRAM CONCEPT							
/CDD/SI/	O005.	REQUEST FOR PROPOSALS RECORD TYPES: A-TECHNICAL ASSISTANCE B-MAILING LISTS	AU+5	AU+5			N	N	N
/CDD/SI/	O006.	PARTICIPANT FILES RECORD TYPES: A-RESIDENCY WAIVERS	TO+5	TO+5			N	N	N
/CDD/SI/	O007.	TRANSMITTALS RECORD TYPES:	TO+5	TO+5			N	N	N
/CDD/SI/	O008.	ENTERPRISE ZONE RECORD TYPES:	TO+5	TO+5			N	N	N
/CDD/SI/	O009.	TRANSITION REPORTS RECORD TYPES:	AU+5	AU+5			N	N	N
/CDD/SI/	O010.	CONTRACTS RECORD TYPES:	AU+5	AU+5			N	N	N

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

Records of: YOUTH EMPLOYMENT SERVICES
/CDD/SI/ ECONOMIC AND WORKFORCE DEVELOPMENT CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C
/CDD/SI/	0011.	INTERESTED EMPLOYER RECORD TYPES:	TO+5	TO+5		N	N	N
/CDD/SI/	0012.	HIGH RISK YOUTH RECORD TYPES:	TO+5	TO+5		N	N	N
/CDD/SI/	0013.	JOB SPECIFIC SKILLS RECORD TYPES:	TO+5	TO+5		N	N	N
/CDD/SI/	0014.	JOB ANNOUNCEMENTS/PERSONNEL RECORD TYPES:	TO+2	TO+2		N	N	N
/CDD/SI/	0015.	PUBLIC INFORMATION RECORD TYPES:	TO+5	TO+5		N	N	N
/CDD/SI/	0016.	MAILING LISTS RECORD TYPES:	TO+5	TO+5		N	N	N

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

**Records of: YOUTH EMPLOYMENT SERVICES
/CDD/51/ ECONOMIC AND WORKFORCE DEVELOPMENT**

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L	
/CDD/51/	0017.	CORRESPONDENCE RECORD TYPES: A-THANK YOU LETTERS B-IN HOUSE MEMOS C-INTER OFFICE MEMOS	TO+5	TO+5		N	N	N		
/CDD/51/	0018.	LEGAL NOTICES/PROOF OF PUBLICATION RECORD TYPES:	TO+5	TO+5		N	N	N		
/CDD/51/	0019.	JOB TRAINING AND PARTNERSHIP ACT RECORD TYPES: A-PROPOSED LEGISLATION B-STATUS REPORTS AND CLOSEOUTS C-POST PROGRAM FOLLOW UP REPORTS D-DIRECTIVES E-STATE REPORTS	TO+5	TO+5		N	N	N		
/CDD/51/	0020.	INFORMATION BULLETINS RECORD TYPES:	TO+5	TO+5		N	N	N		
/CDD/51/	0021.	REQUESTS FOR ADVERTISING RECORD TYPES:	TO+2	TO+2		N	N	N		
/CDD/51/	0022.	REQUEST FOR INFORMATION RECORD TYPES:	TO+2	TO+2		N	N	N		
/CDD/51/	0023.	EXPENDITURE OPERATION REQUEST (CDAS-031)	TO+5	TO+5		N	N	N		

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

Records of: YOUTH EMPLOYMENT SERVICES
/CDD/51/ ECONOMIC AND WORKFORCE DEVELOPMENT *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	
FORM: CDAS-031 RECORD TYPES:										
/CDD/51/	0024.	STANDARD TRANSMITTAL FILE RECORD TYPES:	TO+5	TO+5			N	N	N	
/CDD/51/	0025.	MANAGEMENT INFORMATION SYSTEM CONTRACTORS MANUAL RECORD TYPES:	TO+5	TO+5			N	N	N	
/CDD/51/	0026.	CETA RECORD TYPES:	AU+5	AU+5			N	N	N	
/CDD/51/	0027.	FEDERAL EXPRESS RECEIPTS RECORD TYPES:	TO+2	TO+2			N	N	N	
/CDD/51/	0028.	INFORMATION ON OTHER PROGRAMS RECORD TYPES:	TO+5	TO+5			N	N	N	
/CDD/51/	0029.	OFFICE EQUIPMENT INVENTORY RECORD TYPES:	TO+5	TO+5			N	N	N	

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Original Records**

**Records of: YOUTH EMPLOYMENT SERVICES
/CDD/51/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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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	
/CDD/51/	O030.	MENTORING PROGRAM RECORD TYPES:	TO+5	TO+5			N	N	N	
/CDD/51/	O031.	W.E.& O.J.T. AGREEMENTS RECORD TYPES:	TO+5	TO+5			N	N	N	
/CDD/51/	O032.	CHARITIES RECORD TYPES:	TO+2	TO+2			N	N	N	
/CDD/51/	O033.	DAY LABORER RECORD TYPES:	TO+5	TO+5			N	N	N	
/CDD/51/	O034.	YOUTH ADVOCACY RECORD TYPES:	TO+5	TO+5			N	N	N	
/CDD/51/	O035.	PRIVATE INDUSTRY COUNCIL RECORD TYPES:	TO+5	TO+5			N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: **YOUTH OPPORTUNITY**
/CDD/52/ ECONOMIC AND WORKFORCE DEVELOPMENT

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			Office	Total	Code	V	H	C	L		
/CDD/52/	0	ORIGINAL RECORD SERIES									

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

**Records of: SUMMER YOUTH EMPLOYMENT PROGRAM
/CDD/54/ ECONOMIC AND WORKFORCE DEVELOPMENT**

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total		V	H	C	L	
/CDD/54/	O	ORIGINAL RECORDS								
/CDD/54/	O001.	PARTICIPANT PACKETS RECORD TYPES: A-CITY OF LA SUMMER YOUTH APPLICATION FOR EMPLOYMENT-CDTJ-39 B-JTPA REGISTRATION/ENROLLMENT-CDTJ-51A C-INTERVIEW ADMITTANCE-CDTJ-59 D-NOTICE TO REPORT TO WORK-CDTJ-17	TO+3	TO+5		N	N	N		
/CDD/54/	O002.	PARTICIPANT TIME RECORDS (CDTJ-18) FORM: CDTJ-18 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: INDUSTRIAL AND COMMERCIAL DEVELOPMENT
/CDD/71/ ECONOMIC AND WORKFORCE DEVELOPMENT CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item Na.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Record Type					
			Office	Total	Code	V	H	C	L	
/CDD/71/	O	ORIGINAL RECORDS								
/CDD/71/	O001.	APPLICATIONS (SUB TITLE A URBAN DEVELOPMENT ACTION GRANT) RECORD TYPES: A-PRELIMINARY GRANTS - UDAG B-FINAL GRANTS - UDAG	TO+2	TO+5			N	N	N	
/CDD/71/	O002.	AGENCY RECORDS - CARE (COMMERCIAL AREA REVITALIZATION EFFORT) RECORD TYPES: A-ADMINISTRATIVE RECORDS B-PROGRAM RECORDS	CL	CL+5			N	N	N	
/CDD/71/	O003.	SMALL BUSINESS FUND RECORD TYPES: A-DECLINES B-WAA (WITHDRAWN AFTER APPROVAL)	CL	CL+5			N	N	N	
/CDD/71/	O004.	SBRLF (SMALL BUSINESS REVOLVING LOAN FUNDS) RECORD TYPES:	CL	CL+5			N	N	N	
/CDD/71/	O005.	COMMUNITY REDEVELOPMENT AGENCY (CRA) RECORD TYPES: A-QUARTERTLY REPORTS AA-EXHIBITS B-FISCAL STUDIES/ANALYSIS BB-EXTENSIONS C-STATE REPORTS/AUDITS CC-ALLOCATION ANALYSIS D-INDEPENDENT AUDITS	CL	CL+5			N	N	N	

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Original Records**

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		DD-JOB BILLS E-PROPOSALS EE-TRANSITIONAL REPORTS F-GRANTEE PERFORMANCE REPORT FF-BANK STATEMENTS G-REQUEST SUMMARIES GG-COST CONTROL H-SUMMARIES HH-REQUISITIONS I-ADMINISTRATIVE COST ANALYSIS II-FISCAL MONITORING (MONITORING REPORT) J-REHABILITATION JJ-FINANCIAL STATEMENT K-REVITALIZATION KK-FISCAL DRAWDOWN L-INNOVATIVE GRANTS LL-RECONCILIATIONS M-SITE VISITS MM-FISCAL REPORT N-BONDS NN-CONSOLIDATIONS O-ANNUAL REPORTS OO-WORK PROGRAMS P-EXCEPTION REPORTS PP-LOANS Q-DISPLACEMENTS QQ-PLANNING R-LABOR STANDARDS RR-TRANSFER AGREEMENTS S-PROGRAM INCOME SS-EXPENDITURE PLAN T-ADMINISTRATIVE COMPLAINTS TT-HCDBG FINANCIAL REPORTS U-CITIZEN COMPLAINTS V-PUBLIC RELATIONS W-NEWS RELEASES X-HUD REVIEWS/MONITORING Y-CONTRACTS Z-INTAKES								
/CDD/71/	O006.	INDUSTRIAL DEVELOPMENT BOND RECORD TYPES:	TO+2	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: GRANTS MANAGEMENT DIVISION
/CDD/74/ ECONOMIC AND WORKFORCE DEVELOPMENT

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
/CDD/74/	0	ORIGINAL RECORD SERIES:							

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: EXECUTIVE MANAGEMENT
/CDD/01/ ECONOMIC AND WORKFORCE DEVELOPMENT *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>
/CDD/01/	D	DUPLICATE RECORD SERIES			
/CDD/01/	D001.	GRANT TRANSMITTALS (CITY CLERK) RECORD TYPES:	TO+5		N N N
/CDD/01/	D002.	CITY LEGISLATIVE ANALYST REPORTS (CITY CLERK) RECORD TYPES:	TO+2		N N N
/CDD/01/	D003.	MAYOR CONCURRING LETTERS (COUNCIL ACTION LETTERS) (CITY CLERK) RECORD TYPES:	TO+5		N N N
/CDD/01/	D004.	FEDERAL REGULATIONS (FEDERAL OFFICES/US PRINTING OFFICE) RECORD TYPES:	TO+2		N N N
/CDD/01/	D005.	TIMEKEEPING RECORDS (PAYROLL) 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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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: ACCOUNTING
/CDD/01A/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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
/CDD/01A/	D	DUPLICATE RECORD SERIES						
/CDD/01A/	D001.	APPROPRIATION RUN (CONTROLLER) RECORD TYPES:	AU+5		N	N	N	
/CDD/01A/	D002.	AGENCY CONTRACT FILES (CONTRACTS DIVISION - CDD) RECORD TYPES: A-CONTRACTS B-INVOICES C-BACK-UP DOCUMENTS	AU+5		N	N	N	
/CDD/01A/	D003.	CONTRACTS - HCDBG (CONTRACTS DIVISION - CDD) RECORD TYPES:	AU+5		N	N	N	
/CDD/01A/	D004.	REMITTANCE ADVICE (CONTROLLER) RECORD TYPES:	AU+5		N	N	N	
/CDD/01A/	D005.	PV'S LOANS AND EXPENSES (GEN. 54) (CONTROLLER) FORM: GEN. 54 RECORD TYPES:	AU+5		N	N	N	
/CDD/01A/	D006.	GRANTEE PERFORMANCE REPORT (CAP - CDD) RECORD TYPES:	AU+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: PAYROLL
/CDD/01B/ ECONOMIC AND WORKFORCE DEVELOPMENT 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 Record Type			
				Code	V	H	C L
/CDD/01B/	D	DUPLICATE RECORD SERIES					
/CDD/01B/	D001.	PAYROLL REGISTERS AND REPORTS (CONTROLLER) RECORD TYPES: A-PAYROLL & REIMBURSEMENTS CERT., AUTH., & APPROVAL B-PAYROLL/REIMBURSEMENT REGISTER C-SALARY CHANGE ROSTER D-WEEKLY CREW TIME SHEET E-PAYROLL/REIMBURSEMENT F-PAYROLL SPECIAL MESSAGES G-PAYROLL/REIMBURSEMENT SUPPLEMENTAL WORKSHEET H-VARIATION RECAP REPORT I-PAYROLL/REIMBURSEMENT WORKSHEET J-EMERGENCY CHECK REQUEST K-RETROACTIVE PAYROLL MEMO L-RETROACTIVE CERT., AUTH., AND APPROVAL M-PAYROLL/REIMBURSEMENT REGISTER N-ADJUSTMENTS TO RETRO O-RETROACTIVE REPORT CONTROL P-RETROACTIVE CONTROL WORKSHEET Q-RETROACTIVE MESSAGE REPORT R-RETROACTIVE PAYROLL VARIATIONS S-RETROACTIVE PAYROLL REPORT	AU+3		N	N	N
/CDD/01B/	D002.	DEPOSIT CERTIFICATE (CONTROLLER) RECORD TYPES:	AU+3		N	N	N
/CDD/01B/	D003.	EXPENDITURE CORRECTION (CONTROLLER) RECORD TYPES:	AU+3		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: PERSONNEL
/CDD/01C/ ECONOMIC AND WORKFORCE DEVELOPMENT *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>
/CDD/01C/	D	DUPLICATE RECORD SERIES			
/CDD/01C/	D001.	INTER/INTRA DEPARTMENT CORRESPONDENCE MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/CDD/01C/	D002.	INTER/INTRA DEPARTMENT CORRESPONDENCE BULLETINS & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/CDD/01C/	D003.	PUBLICATIONS AND REFERENCE MANUALS (ORIGINATING OFFICE) RECORD TYPES:	AR		N N N
/CDD/01C/	D004.	CONFLICT OF INTEREST FILE (FORM 730) (CITY CLERK) FORM: FORM 730 RECORD TYPES: A-STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES	TO+2		N N N
/CDD/01C/	D005.	MEMORANDUM OF UNDERSTANDING (CAO) RECORD TYPES:	SU		N N N
/CDD/01C/	D006.	POSITION DESCRIPTION (PDES 3) (PERSONNEL DEPARTMENT) FORM: PDES 3 RECORD TYPES:	SU		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: PERSONNEL
/CDD/01C/ ECONOMIC AND WORKFORCE DEVELOPMENT

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-CLASS SPECIFICATION-PDES 8			
		B-THE CITY OF LOS ANGELES OFFERS COMPETITIVE PROMOTION-PDR 20			
		C-THE CITY OF LOS ANGELES HAS A JOB FOR YOU-PDR 10			

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: **CONTRACTS**
/CDD/01E/ **ECONOMIC AND WORKFORCE DEVELOPMENT**

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
/CDD/01E/	D	DUPLICATE RECORD SERIES			
/CDD/01E/	D001.	CONTRACTS (AN ORIGINAL AT CITY CLERK, COPIES AT CDD ACCOUNTING AND CONTROLLER) 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: SUPPORT SERVICES
/CDD/01F/ ECONOMIC AND WORKFORCE DEVELOPMENT *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
/CDD/01F/	D	DUPLICATE RECORD SERIES			

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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: **AUDIT SECTION**
/CDD/02/ **ECONOMIC AND WORKFORCE DEVELOPMENT** 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
/CDD/02/	D	DUPLICATE RECORD SERIES			

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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: BUDGET SECTION
/CDD/04/ ECONOMIC AND WORKFORCE DEVELOPMENT *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>
/CDD/04/	D007.	JOURNAL VOUCHERS (CONTROLLER) RECORD TYPES:	AU+5		N N N
/CDD/04/	D008.	INTERNAL DEMAND/VOUCHER (CONTROLLER) RECORD TYPES:	AU+5		N N N
/CDD/04/	D009.	INTER-DEPARTMENTAL ORDER (CONTROLLER) RECORD TYPES:	AU+5		N N N
/CDD/04/	D010.	DEPOSIT CERTIFICATES (CITY TREASURER) RECORD TYPES:	AU+5		N N N
/CDD/04/	D011.	AUDIT FINDINGS (CDD-AUDIT UNIT) RECORD TYPES:	AU+5		N N N
/CDD/04/	D012.	AUTHORITY FOR EXPENDITURE (CONTROLLER) RECORD TYPES:	AU+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: /CDD/04/ BUDGET SECTION ECONOMIC AND WORKFORCE DEVELOPMENT *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
/CDD/04/	D013.	DEPOSIT CERTIFICATE (CONTROLLER) RECORD TYPES:	AU+3		N	N	N	
/CDD/04/	D014.	EXPENDITURE CORRECTION (CONTROLLER) RECORD TYPES:	AU+3		N	N	N	
/CDD/04/	D015.	CASH RECEIPT (CONTROLLER) RECORD TYPES:	AU+3		N	N	N	
/CDD/04/	D016.	CDD TELEPHONE BILLS (GENERAL SERVICES DEPARTMENT) RECORD TYPES:	AU+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: **SPECIAL INVESTIGATION UNIT**
/CDD/05/ ECONOMIC AND WORKFORCE DEVELOPMENT

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
/CDD/05/	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: **HUMAN RESOURCES DIVISION-EEO/COMPLAINTS UNIT**
/CDD/06/ ECONOMIC AND WORKFORCE DEVELOPMENT

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
/CDD/06/	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: **HUMAN SERVICES NEIGHBORHOOD DEVELOPMENT**
/CDD/41/ ECONOMIC AND WORKFORCE DEVELOPMENT

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
ICDD/41/	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: YOUTH EMPLOYMENT SERVICES
/CDD/51/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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	
/CDD/51/	D	DUPLICATE RECORD SERIES							
/CDD/51/	D001.	PUBLICATION/SUBSCRIPTION RECORD TYPES:	TO+5		N	N	N		
/CDD/51/	D002.	SDA OFFICES RECORD TYPES:	TO+5		N	N	N		
/CDD/51/	D003.	COUNCIL FILES RECORD TYPES:	TO+5		N	N	N		
/CDD/51/	D004.	NEWS ARTICLES RECORD TYPES:	TO+5		N	N	N		
/CDD/51/	D005.	DIRECTORIES RECORD TYPES:	TO+5		N	N	N		
/CDD/51/	D006.	MOU'S 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: YOUTH EMPLOYMENT SERVICES
/CDD/51/ ECONOMIC AND WORKFORCE DEVELOPMENT *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>
/CDD/51/	D007.	GRAPHIC REQUESTS RECORD TYPES:	TO+5		N N N
/CDD/51/	D008.	HUMAN HEALTH SERVICES (PROGRAM GUIDELINES, WASHINGTON, D.C.) RECORD TYPES:	TO+5		N N N
/CDD/51/	D009.	HOUSING AUTHORITY (CITY OF LOS ANGELES) RECORD TYPES:	TO+5		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: PERSONNEL
/CDD/01C/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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				
/CDD/01C/	A	ADD NEW ORIGINAL RECORD SERIES											
/CDD/01C/	A006.	GRIEVANCE FILES Record Types: Legal, Confidential A. Correspondence B. Grievance Appeal - Gen 164 C. Grievance Initiation - Gen 162 D. Grievance Initiation - 163 E. Notice to Correct Deficiencies - Gen 78 F. Notes and Working Papers	TO+2	TO+10	DO	N	N	Y					
/CDD/01C/	A007.	DISCIPLINARY HEARINGS Record Types: Confidential A. Correspondence B. Hearing Examination Report C. Manual Instructions D. Notes and Working Papers E. Notice to Correct Deficiencies - Gen 78 F. Notice to Discharge, Suspension, Probationary Term. - Gen 77 G. Time Sheet Summary	TO+2	TO+10	DO	N	N	Y					
/CDD/01C/	A008.	COMPLAINTS Record Types: Confidential	TO+2	TO+10	DO	N	N	Y					
/CDD/01C/	A009.	LAWSUITS Record Types: Confidential	TO+2	TO+10	DO	N	N	Y					

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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: HUMAN RESOURCES DIVISION-EEO/COMPLAINTS UNIT
/CDD/06/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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	
/CDD/06/	A	ADD NEW ORIGINAL RECORD SERIES:								
/CDD/06/	A006.	WIA (Workforce Investment Act) COMPLAINT FILES	TO+2	TO+5	DO	N	N	N		
/CDD/06/	A007.	WIA (Workforce Investment Act) COMPLAINT HEARING TAPES	TO+2	TO+5	AT	N	N	N		
/CDD/06/	A008.	WIA (Workforce Investment Act) CERTIFIED MAIL RETURN RECEIPT RECORDS	TO+2	TO+5	DO	N	N	N		
/CDD/06/	A009.	WTW (Welfare To Work) COMPLAINT FILES	TO+2	TO+5	DO	N	N	N		
/CDD/06/	A010.	AAP (Affirmative Action Plan)	TO+2	TO+5	DO	N	N	N		
/CDD/06/	A011.	INCIDENT REPORTS: FRAUD AND ABUSE	TO+2	TO+5	DO	N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: YOUTH EMPLOYMENT SERVICES
/CDD/51/ ECONOMIC AND WORKFORCE DEVELOPMENT

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			
/CDD/51/	A	ADD NEW ORIGINAL RECORD SERIES										
/CDD/51/	A036.	BUSINESS SERVICES GROUP	AU+5	AU+5	DO	N	N	N				
/CDD/51/	A037.	RAPID RESPONSE	AU+5	AU+5	DO	N	N	N				
/CDD/51/	A038.	WORKFORCE INVESTMENT BOARD	TO+5	TO+5	DO	N	N	N				
/CDD/51/	A039.	INCIDENT REPORT FILES	CL+5	CL+5	DO	N	N	N				

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

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

**Records of: YOUTH OPPORTUNITY
/CDD/52/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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
/CDD/52/	A	ADD NEW ORIGINAL RECORD SERIES							
/CDD/52/	A001.	CONTRACTS A. RFP B. Amendments C. Budget / Expenditure Reports	TO+3	TO+5					
/CDD/52/	A002.	AGENCY FILES (Youth Opp.) A. General B. Miscellaneous C. Monthly Reports	TO+3	TO+5					
/CDD/52/	A003.	CLIENT FILES A. Assessment B. Enrollment C. Eligibility Documents	TO+3	TO+5					
/CDD/52/	A004.	WORKFORCE INVESTMENT ACT (W/A) A. Assessment B. Enrollment C. Eligibility Documents	TO+3	TO+5					
/CDD/52/	A005.	AGENCY FILES (W/A) A. General B. Miscellaneous C. Correspondence	TO+3	TO+5					
/CDD/52/	A006.	W/A PARTICIPANT FILES A. Assessment B. Enrollment C. Eligibility Documents D. Follow Up	TO+3	TO+5					

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

**Records of: YOUTH OPPORTUNITY
/CDD/52/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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
/CDD/52/	B	ADD NEW DUPLICATE RECORD SERIES						
/CDD/52/	B001.	PETTY CASH A. YO Boyle Heights B. YO Watts C. Youth Opportunity Intensive Transit/Rewarding Youth Achievement	TO+3	DO	N	N	N	
/CDD/52/	B002.	EAR FORMS A. YO Boyle Heights B. YO Watts C. Youth Opportunity Intensive Transit/Rewarding Youth Achievement	TO+3	DO	N	N	N	
/CDD/52/	B003.	PERSONNEL A. Timesheets B. Employee Files	TO+3	DO	N	N	N	

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

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

Records of: INDUSTRIAL AND COMMERCIAL DEVELOPMENT
/CDD/71/ ECONOMIC AND WORKFORCE DEVELOPMENT *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				
ICDD711	A	ADD NEW ORIGINAL RECORD SERIES											
ICDD711	A013.	SIDEWALK VENDING	CL	CL+5	DO	N	N	N					
ICDD711	A014.	BUSINESS IMPROVEMENT DISTRICTS	CL	CL+5	DO	N	N	N					

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

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

**Records of: ADMINISTRATIVE SERVICES - ENVIRONMENTAL SECTION
/CDD/72/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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	
/CDD/72/	A									
/CDD/72/	A001.	PROJECT FILE a. Checklist & PEP Form b. Public Notice c. Phase Studies d. Notice of Exemption e. Continuation of Project Memo	TO+2	TO+5	DO	N	N	N		
/CDD/72/	A002.	COMMUNITY DEVELOPMENT BANK a. Checklist & PEP Form b. Public Notice c. Phase Studies d. Notice of Exemption e. Continuation of Project Memo	TO+2	TO+10	DO	N	N	N		
/CDD/72/	A003.	NUISANCE ABATEMENT a. Memo (incoming) b. Eligible Work Orders c. Canceled Work Orders d. Memo (outgoing)	TO+2	TO+5	DO	N	N	N		
/CDD/72/	A004.	TNI/NEIGHBORHOOD BLOCK GRANT PROJECT FILE a. Checklist & PEP Form b. Public Notice c. Phase Studies d. Notice of Exemption e. Continuation of Project Memo	TO+2	TO+5	DO	N	N	N		

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

**Records of: LA BRIDGES
/CDD/73/ ECONOMIC AND WORKFORCE DEVELOPMENT**

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
ICDD/73/	A	Add Original Record Series							
ICDD/73/	A001.	CONTRACTS A. Program Compliance B. Expenditure Plans C. Fiscal Compliance D. Correspondence E. Site Visit Reports F. Subcontracts G. Amendments H. RFCR's	TO+2	TO+5	DO	N	N	N	
ICDD/73/	A002.	LA COUNTY PROBATION DEPT. MOU	TO+2	TO+5	DO	N	N	N	
ICDD/73/	A003.	DIRECTOR FILES A. Correspondence B. Fiscal Review C. Admin Reports D. Public Records Requests E. Transmittals F. CSUN Evaluation G. Controller's Audit/Evaluation	TO+2	TO+5	DO	N	N	N	
ICDD/73/	A004.	RFP LOGS	TO+2	TO+5	DO	N	N	N	
ICDD/73/	A005.	ARCHIVES	TO+2	TO+5	DO	N	N	N	
ICDD/73/	A006.	FINGER PRINT RECORDS A. Correspondence	TO+2	TO+5	DO	N	N	N	

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

Records of: GRANTS MANAGEMENT DIVISION
/CDD/74/ ECONOMIC AND WORKFORCE DEVELOPMENT *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	
/CDD/74/	A	ADD NEW ORIGINAL RECORD SERIES								
/CDD/74/	A001.	CONSOLIDATED PLANS/ACTION PLANS	CL+2	CL+5	DO	N	N	N		
/CDD/74/	A002.	CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORTS (CAPER)	CL+2	CL+5	DO	N	N	N		
/CDD/74/	A003.	GRANTEE PERFORMANCE REPORTS (GPR)	CL+2	CL+5	DO	N	N	N		
/CDD/74/	A004.	CONSOLIDATED PLAN APPLICATIONS	CL+2	CL+5	DO	N	N	N		
/CDD/74/	A005.	CITIZEN UNIT FOR PARTICIPATION (CUP) FILE	CL+2	CL+5	DO	N	N	N		
/CDD/74/	A006.	COMMUNITY BASED DEVELOPMENT ORGANIZATION (CDBO) APPLICATIONS AND CERTI	CL+2	CL+5	DO	N	N	N		
/CDD/74/	A007.	PROJECT EXPENDITURE PLANS (PEP)	CL+2	CL+5	DO	N	N	N		

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