



Office of the Los Angeles City Attorney
Hydee Feldstein Soto

REPORT NO. R 23-0101
MAR 20 2023

REPORT RE:

**PROPOSED NEW RECORDS DISPOSITION SCHEDULE FOR
THE COMMUNITY INVESTMENT FOR FAMILIES 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 proposed new records disposition schedule for the Community Investment for Families Department (CIFD). This Office approves the proposed new 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 Todd Leung at (213) 922-8392.

Sincerely,

HYDEE FELDSTEIN SOTO, City Attorney

By

A handwritten signature in blue ink that reads "Kathleen Kenealy".

KATHLEEN KENEALY
Chief of Staff

KK:pj
Transmittal

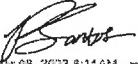
CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: March 8, 2023

TO: Honorable Hydee Feldstein Soto, City Attorney
Room 800, City Hall East

Attn: Kathleen Kenealy, Chief Assistant City Attorney

Signed with ClerkSign

FROM: Petty F. Santos, Acting City Clerk 

Mar 09, 2023 8:11AM

**SUBJECT: NEW RECORDS DISPOSITION SCHEDULE FOR
COMMUNITY INVESTMENT FOR FAMILIES DEPARTMENT/CIFD/**

Attached is a Records Retention Schedule from the Department of Community Investment for Families (CIFD) listing new Schedule Items for their Department.

Please review this Schedule and submit it with your comments and recommendations to the Office of the City Clerk for referral to the City Council.

For further information, please contact Michael Holland, of my Records Management Division, at (213) 473-8441 or michael.holland@lacity.org.

Attachments

PFS/MH:ih
EXE-009-23

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: *Program Operations Division*
/CIFD/001/ *Community Investment for Families Department*
 Sched. Sched. Record Title
 No. Item (Description / Sub Categories / Remarks)

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE
-- Retention (YEARS) -- Media Record Type
Office Total Code V H C L

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.

/CIFD/001/	O	ORIGINAL RECORD SERIES	DO	N	N	N		
/CIFD/001/	O001.	FamilySource Center Agency Files	CL+3	CL+5	DO	N	N	N
	a)	contracts (1.1)	CL+3	CL+5	DO	N	N	N
	1.	amendments (1.1.1)	CL+3	CL+5	DO	N	N	N
	b)	correspondence (1.2)	CL+3	CL+5	DO	N	N	N
	1.	agency (1.2.1)	CL+3	CL+5	DO	N	N	N
	2.	general information (1.2.2)	CL+3	CL+5	DO	N	N	N
	c)	monthly narrative reports (1.3)	CL+3	CL+5	DO	N	N	N
	d)	request for proposals (1.4)	CL+3	CL+5	DO	N	N	N
	e)	site visit reports (1.5)	CL+3	CL+5	DO	N	N	N
	f)	transmittals (1.6)	CL+3	CL+5	DO	N	N	N
/CIFD/001/	O002.	Survivors Services Center Agency Files	CL+3	CL+5	DO	N	N	N
	a)	contracts (1.1)	CL+3	CL+5	DO	N	N	N
	1.	amendments (1.1.1)	CL+3	CL+5	DO	N	N	N
	b)	correspondence (1.2)	CL+3	CL+5	DO	N	N	N
	1.	agency (1.2.1)	CL+3	CL+5	DO	N	N	N
	2.	general information (1.2.2)	CL+3	CL+5	DO	N	N	N
	c)	monthly narrative reports (1.3)	CL+3	CL+5	DO	N	N	N
	d)	request for proposals (1.4)	CL+3	CL+5	DO	N	N	N
	e)	site visit reports (1.5)	EX+3	EX+5	DO	N	N	N
	f)	transmittals (1.6)						

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=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=FILE 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: *Program Operations Division*
/CIFD/001/ *Community Investment for Families Department*

Sched.	Sched.	Record Title	CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE			
No.	Item No.	(Description / Sub Categories / Remarks)	— Retention (YEARS) — Media Record Type			
			Office	Total	Code	V H C L

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.

/CIFD/001/	O003. Big LEAP Program Files	CO+3	CO+5	DO	N	N	N
/CIFD/001/	O004. Opportunity LA Program Files	AU+5	AU+10	DO	N	N	N
/CIFD/001/	O005. Administration Correspondence Files	TO+3	TO+5	DO	N	N	N
/CIFD/001/	O006. Request for Proposal (RFP) Files	EX+3	EX+5	DO	N	N	N
	a) correspondence (5.1) b) (previously retained under CDD/41 rev 1: o007)						
/CIFD/001/	O007. Director's Correspondence	EX+3	EX+5	DO	N	N	N
	a) a) general correspondence (7.1) b) correspondence to and from section heads (7.2) c) tracking guides correspondence (7.3)						

a)

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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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: *Program Operations Division*

/CIFD/001/	O008	City-Managed FamilySource Center records (Retention Code AR = The end date of the Apr 1 – Mar 31 program year)	AR+3	2	DO	N	N	N
		Records from City-managed FSCs.						
		Previously retained under CIFD/001 rev. 0: o001, o002, o003, o004, o005						
/CIFD/001/	O009	FamilySource (Nonprofit) Monitor's Working Files (Retention Code CL = The date the file closed)	CL+3	2	DO	N	N	N
	a)	affirmative action plan						
	b)	articles of incorporation						
	c)	bank reports						
	d)	board related						
	e)	budgets and budget modification requests						
	f)	by-laws						
	g)	cash requests						
	h)	client eligibility plan						
	i)	corrective action plan						
	j)	expenditure plan						
	k)	fiscal						
	l)	insurance						
	m)	inventory						
	n)	leases						
	o)	monitor's reports						
	p)	personnel						
	q)	required documents						
	r)	misc.						
	Previously retained under CIFD/001 rev 0: o029							

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: Program Operations Division

O010 OTS Child Passenger Safety Program <small>(CIFD/001) (Retention Code AR = The end date of the Apr 1 – Mar 31 program year)</small> <small>Applications, sign-in sheets, RFPs, grants, audits, quarterly reports, final reports, monthly reports, and misc. documents.</small>	AR+3 2 DO N N N
O011 Domestic Violence Files <small>(CIFD/001) (Retention Code TO = The date of the document)</small> <small>Task force meetings, DVSO program files, RFPs, corrective action plans, expenditure plans, fiscal, insurance, inventory, leases, monitor's report, and misc. documents.</small>	TO+3 2 DO N N N
O012 Community Service Lease Agreements <small>(CIFD/001) (Retention Code CL = The date the file closed)</small> <small>Program files.</small> <small>Previously retained under CIFD/001 rev. 0: 0032</small>	CL+3 5 DO N N N
O013 Community Service Loan Monitoring <small>(CIFD/001) (Retention Code CL = The date the file closed)</small> <small>Program files.</small>	CL+3 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*

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Date: MAY 2022

Records of: Program Operations Division

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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:		Accounting Division		CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE						
/CIFD/002/		Community Investment for Families Department		— Retention (YEARS) — Media Record Type						
Sched.	Sched.	Record Title	(Description / Sub Categories / Remarks)	Office	Total	Code	V	H	C	L
<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>										
/CIFD/002/	O	ORIGINAL RECORD SERIES								
/CIFD/002/	O009.	Timekeeping Records	a) Weekly Timesheet (Form 5052-B) b) Sign In/Out Log c) Payroll Correction Notice	AR+2	AR+5	DO				
/CIFD/002/	O010.	Advance Overtime Authorization		AR	AR+3	DO				
CIFD/002/	O011. /	Mileage Insurance Records		CL+2	CL+3	DO				
CIFD/002/	O012.	Mileage Statement and Continuation	a) Mileage Statements (Form 2053-1a) b) Mileage Statement Continuation (Form 2053-1)	AR	AR+3	DO				
/CIFD/002/	O013. /	Bi-Weekly Salary Cost Distribution		AR	AR+5	DO				
CIFD/002/	O014. /	Financial Reports		AR+3	AR+5	DO				
CIFD/002/	O015. /	CDBG Contract Balance Monthly Reports		AR+2	AR+4	DO				
CIFD/002/	O016. /	Draw Down Back Ups and Cash Receipts		AR+3	AR+8	DO				
CIFD/002/	O017	Fiscal Information for Annual Performance Report		AR+3	AR+6	DO				

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

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Date: MAY 2022

Records of:		Accounting Division		CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE						
/CIFD/002/		Community Investment for Families Department		- Retention (YEARS) -- Media Record Type						
Sched. No.	Item No.	Record Title (Description / Sub Categories / Remarks)		Office	Total	Code	V	H	C	L
<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>										
/CIFD/002/	O034.	Loans, Contracts, and Payment Vouchers		AR+2	AR+15	DO				
CIFD/002/	O035.	Petty Cash Vouchers	Retention Code CO = The date the voucher was paid.	CO+2	CO+5	DO				
				TE+2	TE+5	DO				

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

CIFD/003	Community Investment for Families Department	By: (Dept. Head)	Date
Rev. No. 0	Division Executive Management & Support	By: (City Clerk, Rec. Mgt. Off.)	Date

**RECORDS
RETENTION
SCHEDULE**

(Original Official Records)

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
0	ORIGINAL RECORDS									
o001	Contracts for Professional Services (Retention Code TO = The date of the contract) <ul style="list-style-type: none"> a) Request for Proposal b) Request for Qualifications c) Proposals/Bids d) Award Letters e) Contract & Attachments f) Correspondence g) Council File Summary h) Work products / deliverables i) Misc. 		TO+5	5	TO+10	DO				

CITY CLERK

City of Los Angeles

Form Gen. 60 (Rev. 11/03)

Certified per Sec. 12.3(e) of L.A. Admin. Code:

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RECORDS RETENTION SCHEDULE

(Original/Official Records)

Sch. No. CiFD/003	Department/Bureau Community Investment for Families Department	By: (Dept. Head)	Date
Rev. No. 0	Division Executive Management & Support	By: (City Clerk, Rec. Mgt. Off.)	Date

o002	Grants Awarded (Retention Code TO = The date the grant was awarded) a) Applications b) Award Letters c) Contracts d) Work Products e) Budget f) Program Modifications g) Correspondence h) Council File Summary i) Monitoring / Audits j) Misc.		TO+5	5	TO+10	DO			
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o003	Community Development Issues (Retention Code CL = The date the file closed) <ul style="list-style-type: none"> a) Background information b) Community Development studies c) Planning and Program documents d) Meeting notes / memos e) Council Motions / Mayoral Requests f) Plans / Transmittals / Reports & Recommendations g) Correspondence h) Misc. 		CL+10	5	CL+15	DO			
o004	Publications and Training Resources (Retention Code TO = Date of receipt)		TO+5	0	TO+5	EL			

CITY CLERK

City of Los Angeles

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RECORDS RETENTION SCHEDULE

(Original/Official Records)

CIFD/003	Community Investment for Families Department	By: (Dept. Head)	Date
Rev. No. 0	Division: Executive Management & Support	By: (City Clerk, Rec. Mgt. Off.)	Date

**RECORDS
RETENTION
SCHEDULE**

(Original Official Records)

o005	Grants Not Awarded (Retention Code TO = The date the grant was awarded) a) Applications b) Correspondence c) Council File Summary d) Misc.		TO+10	0	TO+10	EL			
o006	Performance Management Issues (Retention CL = The date the file closed)		CL+3	7	CL+10	DO			
o007	Disaster Planning Issues (Retention Code TO = The date of the document)		TO+3	7	TO+10	DO			
o008	Resiliency / Sustainability Planning (Retention Code TO = The date of the document)		TO+3	7	TO+10	DO			
o009	Program Development and Planning (Retention Code TO = The date of the document)		TO+3	7	TO+10	DO			

CITY CLERK - City of Los Angeles

Sch. No.

Department/Bureau

Certified per Sec. 12.3(e) of L.A. Admir. Code:

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Form Gen. 60 (Rev. 05/08)									
o011	Audit Reports and CIFD Responses (Retention Code AU = The date of the audit) Previously retained under CIFD/003 rev. 1: o002		AU+5	15	AU+20	DO			
o012	Confidential Files (Retention Code CL = The date the file closed) Previously retained under CIFD/003 rev. 1: o003		CL+5	15	CL+20	DO			X

CITY CLERK

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City of Los Angeles

Rev. No. 60	(Department/Bureau CIFD/003 Community Investment for Families Department RECORDS RETENTION SCHEDULE	By: (Dept. Head)	Date
0	Rev. No. 60 Original/Official Records Executive Management & Support	By: (City Clerk, Rec. Mgt. Off.)	Date

o013	Correspondence, Executive (Retention Code CL = The date the assignment was closed) Copies of correspondence to the General Manager (i.e. organizations, Council offices, Mayor's office, City departments, etc.) Previously retained under CIFD/003 rev. 1: o005		CL+5	5	CL+10	DO		
o014	Executive Office Work Assignments (Closed) (Retention Code CL = The date the assignment was closed) A packet consisting of an ATS cover sheet attached to a copied version of the document that initiated the work assignment. Previously retained under CIFD/003 rev. 1: o006		CL+5	5	CL+10	DO		
o015	General Managers' Files (Retention Code CL = The date the file closed) These files contain personal documents relating to the Department's General Managers, past and present. Previously retained under CIFD/003 rev. 1: o007		CL+5	5	CL+10	DO		
o016	CIFD Transmittals through 2014 (Retention Code CL = The date the transmittal closed) Transmittal, green sheet, CAO report, Council action, etc. Previously retained under CIFD/003 rev. 1: o008		CL+5	5	CL+10	DO		
o017	Regional Disaster Files (Retention Code TO = The date the recovery program began) i.e. Northridge Earthquake, etc. Previously retained under CIFD/003 rev. 1: o009		TO+5	PE	PE	DO	X	
o018	ARRA Working Documents (Retention Code CL = The date the file closed)		CL+5	5	CL+10	DO		

CITY CLERK - City of Los Angeles

Sch. No. Department/Bureau

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o01 Form Gen 50 (Rev. 1/6/88)	CRA Disposition (Retention Code CL = The date the file closed)		CL+5	15	CL+20	DO			
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CIFD/003	Community Investment for Families Department	By: (Dept. Head)	Date
Rev. No. 0	Division: Executive Management & Support	By: (City Clerk, Rec. Mgt. Off.)	Date

(Original Official Records)

o020	CIFD / CIFD Litigation (Retention Code CL = The date the file closed)		CL+5	15	CL+20	DO			X
o021	Contracts for Professional Services (Retention Code TO = The date of the contract)	a) Request for Proposal b) Request for Qualifications c) Proposals/Bids d) Award Letters e) Contract & Attachments f) Correspondence g) Council File Summary h) Misc.	TO+5	5	TO+10	DO			

Previously retained under CIFD/006 rev. 1: o001

CITY CLERK

Certified per Sec. 12.3(e) of L.A. Admin. Code.

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City of Los Angeles

Form Gen. 60 (Rev. 11/03)

RECORDS RETENTION SCHEDULE

(Original/Official Records)

Sch. No. CIFD/003	Department/Bureau Community Investment for Families Department	By: (Dept. Head)	Date
Rev. No. 0	Division Executive Management & Support	By: (City Clerk, Rec. Mgt. Off.)	Date

o022	<p>Grants Awarded (Retention Code TO = The date the grant was awarded)</p> <ul style="list-style-type: none"> a) Applications b) Award Letters c) Contracts d) Work Products e) Budget f) Program Modifications g) Correspondence h) Council File Summary i) Misc. 		TO+5	5	TO+10	DO						
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o023	<p>CIFD Issues (Retention Code TO = The date of the document)</p> <ul style="list-style-type: none">a) Background Informationb) CIFD Studiesc) Planning Documentsd) Meeting Notes/Memose) Council Motions/Mayoral Requestsf) Transmittals/Reports & Recommendationsg) Correspondenceh) Misc. <p>Previously retained under CIFD/006 rev. 1: o003</p>		TO+10	5	TO+15	DO			
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CITY CLERK

City of Los Angeles

Form Gen. 60 (Rev. 11/03)

Certified per Sec. 12.3(e) of L.A. Admin. Code:

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RECORDS RETENTION SCHEDULE

(Original Official Records)			
CIFD/003	Community Investment for Families Department	By: (Dept. Head)	Date
Rev. No. 0	Division Executive Management & Support	By: (City Clerk, Rec. Mgt. Off.)	Date

(Original Official Records)

o024	Grants Not Awarded (Retention Code TO = The date of non-awardee status notification) a) Applications b) Award Letters c) Contracts d) Work Products e) Budget f) Program Modifications g) Correspondence h) Council File Summary Previously retained under CIFD/006 rev. 1: o005		TO+10	0	TO+10	EL			
o025	Publications (original document) (Retention Code CO = The date the document was completed) Previously retained under CIFD/004 rev. 1: o004		CO+5	0	CO+5	EL			
o026	Project Photographs Previously retained under CIFD/016 rev. 0: o001		PE	0	PE	EL	X		

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination
TO = THE DATE OF THE RECORD, i.e. the "TO DATE"

Media Code *: DO=Document AT=Audio Tape BK=Book BP=Blueprint CD=Computer Disk CP=Computer Print Out EL=Electronic File FM=Film MC=Microfiche MD=Mag Disk
MF=Microfilm MT=Mag Tape NG=Negative OD=Oversized Document OP=Optical Disk PC=Punch Card PH= Photo VT=Video Tape

THE RETENTION REQUIREMENTS APPLY REGARDLESS OF THE MEDIA.

City of Los Angeles
Approved Departmental Records Retention Schedule
Original Records

Page 1
 Date: MAY 2022

Records of:		Administrative Services Division/Budget and Management Services Section		CERTIFIED PER SECTION 12.3(E) 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
/CIFD/007/	O	ORIGINAL RECORD SERIES								
/CIFD/007/	O001.	Contracts		TE+1	TE+5	DO	N	N	N	
		a) Correspondence								
		b) Declaration of Compliance								
		c) Insurance Endorsement								
		d) Request for Proposal								
		e) Request for Qualifications								
		(Retention Code TE = cumulative end date of contract and all its amendments)								
/CIFD/007/	O002.	Equipment		TO+1	TO+2	DO	N	N	N	
/CIFD/007/	O003.	Miscellaneous Outgoing Correspondence and Memoranda	GS/S8	TO+2	TO+2	DO	N	N	N	
/CIFD/007/	O004.	Vehicles AND Transit		AR+2	AR+2	DO	N	N	N	
		(Retention Code AR = Last day of the relevant fiscal year)								
		a) Fleet vehicle use logs								
		b) Google Calendar fleet vehicle supervisory approvals								
		c) DASH ticket logs								
/CIFD/007/	O005.	Miscellaneous Telecom Documents		TO+1	TO+3	DO	N	N	N	
		Note: EAR Forms for Communication Service Requests (CSRs) are retained under O008, actual CSRs submitted to ITA are part of ITA's SOS (Service Desk Online System).								
		a) Local phone service bills								
		(Retention Code TO = Date the bills were sent to us by ITA)								
		b) Reimbursement for non-business-related calls								
/CIFD/007/	O007.	Policy and Procedure Manuals and Documents		SU+5	SU+5	EL	N	N	N	
/CIFD/007/	O008.	Purchasing Documents		AR+4	AR+4	DO	N	N	N	
		Retention Code AR = Last day of the relevant fiscal year								
		Most purchases related documents are now uploaded into an Expenditure Authorization Request (EAR) database.								
		Paper copies of EAR Forms (last in use prior to FY08/09), EAR Quotes, Purchase Orders, and receiving documents / packing slips are scanned into the database and not kept as separate records. Documents that still exist outside of the EAR database include the items below:								
		a) Merchandise returns / credit memos								
		b) Stores Multi-Use Forms (SMUF)								
		c) Bills not using the eAR system (e.g. Sprint, Ricoh, etc.)								
/CIFD/007/	O013.	Requests for Public Records		CL+2	CL+5	EL	N	N	N	
		Formerly titled: "Requests for Information (under the Public Records Act)"								
		Retention Code CL = Date file was closed in Custodian of Records database								
		a) CPRA requests								
		b) Requests for information from other public agencies								

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=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=FILE 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
Approved Departmental Records Retention Schedule
Original Records

Records of: /CIFD/007/		Administrative Services Division/Budget and Management Services Section Los Angeles Housing Department	CERTIFIED PER SECTION 12.3(E) 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
/CIFD/007/	0014.	Subpoenas (for Appearances and/or Documents) Retention Code CL = Date file was closed in Custodian of Records database	CL+2	CL+13	EL	N	N	N	
/CIFD/007/	0015.	Legal Actions Against CIFD and/or the City Retention Code CL = Date file was closed in Custodian of Records database	CL+3	CL+6	DO	N	N	N	
/CIFD/007/	0016.	Temporary Staffing a) Temp Request Forms	TO+2	TO+2	DO	N	N	N	
/CIFD/007/	0017.	Financial Status Reports (FSR)	TO+10	TO+10	EL	N	N	N	
/CIFD/007/	0018.	Travel Requests	TO+3	TO+3	EL	N	N	N	
/CIFD/007/	0019.	Department Proposed Budgets (Retention Code SU = Date of adoption of actual budget)	SU+10	SU+10	EL	N	N	N	
/CIFD/007/	0020.	Sustainability Documentation a) Sustainability Plans and Metrics	SU+5	SU+5	EL	N	N	N	
/CIFD/007/	0021.	Staff Update Forms (StUF) (Retention Code TO = Document Date according to OnBase document management software)	TO+2	TO+2	EL	N	N	N	
/CIFD/007/	0022.	Facilities-Related Documents (Retention Code TE = Date of lease termination for relevant office location, might or might not coincide with a move-out date) Documents relating to office relocation, TI buildouts, etc. a) Vendor/contractor quotes b) Agreements c) Invoices (includes surcharges bills)	TE+4	TE+4	EL	N	N	N	
/CIFD/007/	0023.	Miscellaneous Budget & Management Services Documents	TO+2	TO+5	DO	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 CLERK - City of Los Angeles	Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page
Form Gen. 60 (Rev. 05/08)	CIFD/008	Community Investment for Families Department	By: (Dept. Head)	Date
	Rev. No.	Division		
RECORDS RETENTION SCHEDULE (Original Official Records)	0	Consolidated Planning Division	By: (City Clerk, Rec. Mgt. Off.)	Date

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T A L	C O N F I D E N T I A L	L E G A L
			OFFICE	CENTER	DESTROY					
3	ORIGINAL RECORDS									
o001	Consolidated Planning (Retention Code AR = The date of the beginning of the program year, typically April 1) a) Consolidated Plan; Amendments and Publishing, including HUD forms and grant agreements b) PEP forms c) Consolidated Plan Annual Performance Reports (CAPER) d) Misc.		CO+3	5	CO+5	DO				

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination
TO = THE DATE OF THE RECORD, i.e. the "TO DATE"

Media Code *:
DO=Document AT=Audio Tape BK=Book BP=Blueprint CD=Computer Disk CP=Computer Print Out EL=Electronic File FM=Film MC=Microfiche MD=Mag Disk MF=Microfilm
MT=Mag Tape NG=Negative OD=Oversized Document OP=Optical Disk PC=Punch Card PH= Photo VT=Video Tape

* MEDIA CODES represent the format in which the record is most commonly maintained. THE RETENTION REQUIREMENTS APPLY REGARDLESS OF THE MEDIA.

CITY CLERK			Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page
City of Los Angeles	Sch No.	Department/Bureau	By: (Dept. Head)	Date
Form Gen. 60 (Rev. 11/03)	CIFD/008	Community Investment for Families Department		
RECORDS RETENTION SCHEDULE	Rev. No.	Division	By: (City Clerk, Rec. Mgt. Off.)	Date
(Original/Official Records)	0	Consolidated Planning Division		

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V	H	C	L
			OFFICE	CENTER	DESTROY		I	S	O	E
0002	Neighborhood Improvement (Retention Code AU = The date the record was audited) a) Procurement b) Suspension Debarment c) Davis-Bacon Act and Labor Compliance d) Payroll Records e) Real Property Acquisition and Relocation Assistance f) Subrecipient Monitoring g) Correspondence h) Misc.		AR+3	2	AR+5	DO, EI				

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