



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

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

FROM: Petty F. Santos, Acting City Clerk  

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

Signed with ClerkSign
Mar 09, 2023 8:11AM

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

Date: MAY 2022

Records of: **Program Operations Division**
/CIFD/001/ **Community Investment for Families Department**

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		

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	N
		a) contracts (1.1)								
		1. amendments (1.1.1)	CL+3	CL+5	DO		N	N	N	N
		b) correspondence (1.2)								
		1. agency (1.2.1)	CL+3	CL+5	DO		N	N	N	N
		2. general information (1.2.2)								
		c) monthly narrative reports (1.3)								
		d) request for proposals (1.4)	CL+3	CL+5	DO		N	N	N	N
		e) site visit reports (1.5)								
		f) transmittals (1.6)	CL+3	CL+5	DO		N	N	N	N
/CIFD/001/	O002.	Survivors Services Center Agency Files	CL+3	CL+5	DO		N	N	N	N
		a) contracts (1.1)								
		1. amendments (1.1.1)	CL+3	CL+5	DO		N	N	N	N
		b) correspondence (1.2)								
		1. agency (1.2.1)	CL+3	CL+5	DO		N	N	N	N
		2. general information (1.2.2)								
		c) monthly narrative reports (1.3)								
		d) request for proposals (1.4)	CL+3	CL+5	DO		N	N	N	N
		e) site visit reports (1.5)								
		f) transmittals (1.6)	EX+3	EX+5	DO		N	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: **Program Operations Division**
/CIFD/001/ **Community Investment for Families Department**

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

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/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 a) Program Operations services agencies b) community service block grant c) HUD community development block grant d) request for proposals e) defunded agencies (previously retained under CDD/41 rev.1 O010)	TO+3	TO+5	DO	N	N	N
/CIFD/001/	O006.	Request for Proposal (RFP) Files a) correspondence (5.1) b) (previously retained under CDD/41 rev 1: o007)	EX+3	EX+5	DO	N	N	N
/CIFD/001/	O007.	Director's Correspondence a) general correspondence (7.1) b) correspondence to and from section heads (7.2) c) tracking guides correspondence (7.3)	EX+3	EX+5	DO	N	N	N
	a)							

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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) Records from City-managed FSCs. Previously retained under CIFD/001 rev. 0: o001, o002, o003, o004, o005	AR+3	2	DO	N	N	N
/CIFD/001/	O009 FamilySource (Nonprofit) Monitor's Working Files (Retention Code CL = The date the file closed) 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	CL+3	2	DO	N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Date: MAY 2022

Records of: Program Operations Division

/CIFD/001/	O010 OTS Child Passenger Safety Program (Retention Code AR = The end date of the Apr 1 – Mar 31 program year) Applications, sign-in sheets, RFPs, grants, audits, quarterly reports, final reports, monthly reports, and misc. documents.	AR+3	2	DO	N	N	N
/CIFD/001/	O011 Domestic Violence Files (Retention Code TO = The date of the document) Task force meetings, DVSO program files, RFPs, corrective action plans, expenditure plans, fiscal, insurance, inventory, leases, monitor's report, and misc. documents.	TO+3	2	DO	N	N	N
/CIFD/001/	O012 Community Service Lease Agreements (Retention Code CL = The date the file closed) Program files. Previously retained under CIFD/001 rev. 0: o032	CL+3	5	DO	N	N	N
/CIFD/001/	O013 Community Service Loan Monitoring (Retention Code CL = The date the file closed) Program files.	CL+3	5	DO	N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: **Program Operations Division**

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: **Accounting Division**
/CIFD/002/ **Community Investment for Families Department**

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
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/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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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Date: MAY 2022

Records of: **Accounting Division**
/CIFD/002/ **Community Investment for Families Department**

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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/CIFD/002/	0034.	Loans, Contracts, and Payment Vouchers							
CIFD/002/	0035.	Petty Cash Vouchers Retention Code CO = The date the voucher was paid.							

AR+2	AR+15	DO
CO+2	CO+5	DO
TE+2	TE+5	DO

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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 O R Y	C O N F I D E N T I A L	L E G A L
			OFFICE	CENTER	DESTROY					
0	ORIGINAL RECORDS									
o001	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) Work products / deliverables i) Misc.		TO+5	5	TO+10	DO				

City of Los Angeles
Form Gen. 60 (Rev. 11/03)

Page

o002 **Grants Awarded**
(Retention Code TQ = 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.

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

[illegible]

o003	Community Development Issues (Retention Code CL = The date the file closed) <ul style="list-style-type: none">a) Background informationb) Community Development studiesc) Planning and Program documentsd) Meeting notes / memose) Council Motions / Mayoral Requestsf) Plans / Transmittals / Reports & Recommendationsg) Correspondenceh) 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

Form Gen. 60 (Rev. 11/03)

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

Page

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				

Form Gen. 50 (Rev. 03/08)									
0011	Audit Reports and CIPD Responses (Retention Code AU = The date of the audit) Previously retained under CIPD/003 rev. 1: 0002		AU+5	15	AU+20	DO			
0012	Confidential Files (Retention Code CL = The date the file closed) Previously retained under CIPD/003 rev. 1: 0003		CL+5	15	CL+20	DO		X	

CITY CLERK

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

Page

City of Los Angeles

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

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

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

Page

Form No. 0019	City of Los Angeles City Clerk's Office 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. Previously retained under CIFD/006 rev. 1: o001		TO+5	5	TO+10	DO				

CITY CLERK

City of Los Angeles

Form Gen. 50 (Rev. 11/03)

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

Page

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	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) Misc. Previously retained under CIFD/006 rev. 1: o002		TO+5	5	TO+10	DO				
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o023	CIFD Issues (Retention Code TO = The date of the document) <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. Previously retained under CIFD/006 rev. 1: o003		TO+10	5	TO+15	DO				
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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	o	CO+5	EL				
o026	Project Photographs Previously retained under CIFD/016 rev. 0: o001		PE	0	PE	EL		X		

[illegible]

[illegible]

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 of Los Angeles
Approved Departmental Records Retention Schedule
Original Records

Records of: **Administrative Services Division/Budget and Management Services Section**
/CIFD/007/ **Community Investment for Families 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) -- Office Total		Media Code	Record Type V H C L			
/CIFD/007/	O	ORIGINAL RECORD SERIES							
/CIFD/007/	O001.	Contracts 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)	TE+1	TE+5	DO	N	N	N	N
/CIFD/007/	O002.	Equipment a) Salvage Transfer Form (Request for Sale/Reuse of Personal Property) GS/S8	TO+1	TO+2	DO	N	N	N	N
/CIFD/007/	O003.	Miscellaneous Outgoing Correspondence and Memoranda	TO+2	TO+2	DO	N	N	N	N
/CIFD/007/	O004.	Vehicles AND Transit (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	AR+2	AR+2	DO	N	N	N	N
/CIFD/007/	O005.	Miscellaneous Telecom Documents 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	TO+1	TO+3	DO	N	N	N	N
/CIFD/007/	O007.	Policy and Procedure Manuals and Documents	SU+5	SU+5	EL	N	N	N	N
/CIFD/007/	O008.	Purchasing Documents Retention Code AR = Last day of the relevant fiscal year Most purchasing 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.)	AR+4	AR+4	DO	N	N	N	N
/CIFD/007/	O013.	Requests for Public Records 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	CL+2	CL+5	EL	N	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
Approved Departmental Records Retention Schedule
Original Records

Records of: **Administrative Services Division/Budget and Management Services Section**
/CIFD/007/ **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 Code	Record Type			
			Office	Total		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 (SIUF) (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 sundries 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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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	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
0	ORIGINAL RECORDS									
0001	Consolidated Planning (Retention Code AP = 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 I T A L	H I S T	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
o002	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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Document146