



Los Angeles County  
Metropolitan Transportation Authority

**Metro**

GENERAL MANAGEMENT  
Records Management

(GEN 8)

POLICY STATEMENT

Under the California Public Records Act (CPRA), the Los Angeles County Metropolitan Transportation Authority (LACMTA) is required to make its public records available for public disclosure, unless there is a specific reason not to do so. The reasons for withholding disclosure of a record are set forth in the exemptions contained in the CPRA. The LACMTA is authorized to develop the procedures to be followed when making its public records available to the public. Further, the LACMTA is authorized to determine that any significant record in the possession of the agency that is no longer of any value to the agency may be disposed of in accordance with the Records Retention Schedule. Authority was delegated by the Board of Directors to the CEO in September 2002 to administer the Records Management Policy, including defining and adding new categories to the Records Retention Schedule and extending the terms of retention for any category or document.

The LACMTA has developed the Records Management Program to provide guidance on the management of its public records and the process to follow when making those records available for public disclosure, or withholding records from disclosure.

PURPOSE

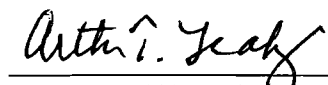
The purpose of this policy is to establish the responsibilities and requirements for managing LACMTA records and to ensure compliance with the CPRA and other applicable federal or state laws and regulations.

APPLICATION

This policy applies to all Board Members, Board Officers, LACMTA/PTSC employees, consultants, contractors, vendors, agents, affiliates, and any other entities directly engaged in LACMTA business that are responsible for creation, management and storage of LACMTA records.

  
Chief of SBU

  
APPROVED: County Counselor or N/A

  
ADOPTED: CEO

Effective Date: 8/17/2010

Date of Last Review: \_\_\_\_\_



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### 1.0 GENERAL

The Records Management Center (RMC) administers the Records Management Program, which governs the manner in which records are received, created, retained, stored, and disposed. The Records Management Program includes the approved Retention Schedule (Attachment 1).

Departments, in conjunction with County Counsel, ITS, Risk Management and Security, have the ultimate responsibility for validating and assessing the business and information system security risks. Departments must define the data resources under their control and determine the appropriate access level of staff. Departments should refer to the Information Security (IT 1) Policy for information on business and information system security risks.

#### 1.1 Use of LACMTA Records and Data Files

Employees may not copy, retain, or send LACMTA records or data files for any purpose not related to LACMTA business. Sensitive documents or data files must be protected against unwarranted disclosure. Access to sensitive documents and data files must be safeguarded. Sensitive documents may not be removed from LACMTA worksites unless for business use and the information content is properly logged and authorized by a department manager. Use of encryption and/or password protection is required for access and use of LACMTA computers or other electronic devices storing electronic data files.

##### 1.1.1 Use of Personal Computers or Other Personal Devices

Employees who transfer electronic data files onto a personal computer or other personal device may be subject to search and seizure at the direction of the LACMTA, or a court order, which could tie up an employee's use of their personal computer or personal device until searched and relevant files are copied and removed. If an employee chooses to use a personal computer or similar device, to do work, LACMTA offers no protections or guarantees regarding personal information, which may be unintentionally disclosed, while searching a personal computer or personal device. The LACMTA is not responsible for any such disclosures as a result of an employee transferring or saving electronic data files to their personal computer or personal device.



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### 1.1.2 E-mail

LACMTA e-mail is for business purposes only. Employees may not send or attach data files to e-mails and send or forward them outside of the LACMTA for non-business use.

### 1.2 Records and Non-Records

Public records includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Every organization generates records and non-records, physical and electronic. A record holds operational, legal, fiscal, vital or historical value. A non-record is information with no operational, legal, fiscal, vital or historical value and does not constitute a public record. Non-records lack evidence of lasting value or official business activities. Non-records should be disposed of as soon as they are no longer of use.

Employees are required to discard all draft copies of completed documents. Employees must also discard all non-significant and/or miscellaneous notes, etc., at the end of a project. The LACMTA does not maintain such records in the regular course of business.

Public records have legally recognizable and enforceable qualities of establishing fact and are generally identified on the LACMTA Records Retention Schedule.

### 1.3 Public Records Disclosure

LACMTA records that are not subject to being withheld will be open to public inspection during the regular business hours of the RMC, which is located at Gateway Headquarters Building. Copies of LACMTA records that may be released must be obtained through the RMC.



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Requests from the public or media to view or receive copies of LACMTA public records must be submitted directly to the RMC, which coordinates LACMTA's response to records requests. RMC is solely responsible for releasing LACMTA records as they relate to public records requests. LACMTA departments and divisions may not disclose record information and must direct all public or media requests for LACMTA records to the RMC. Failure to direct a public records request to RMC may result in a delayed response as the time for a response will not start until the request is received by the RMC. Where appropriate, County Counsel must review and authorize the release of Special Record Category records or when responding to a legally served subpoena.

All requests to conduct research with respect to transportation historical reference or other related materials maintained by LACMTA in its library will be forwarded to the Research Center/Library. Some historical records may not be disclosed if they are a Special Category record.

### 1.4 Special Record Categories

LACMTA has identified the Special Record Categories for specific types of records. Special Record Category records are subject to special care, handling and additional review as appropriate\*. Such records will only be released when authorized by the CEO or designee. Departments must follow these standards for the management of LACMTA records covered under the Special Record Categories:

- The RMC is responsible for the collection, storage, management and release of Special Record Category records;
- Counsel must review requests for Special Record Category records; and
- No Board Members, Board Officers, LACMTA/PTSC, employees, consultants, agents, contractors, vendors, affiliates, and any other entity directly engaged in LACMTA business is authorized to release, disclose, provide, copy, transfer, attach as an e-mail attachment, or otherwise deliver any Special Record Category records to anyone not authorized by LACMTA to have access to these records.

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\* In addition, some categories of records listed below may contain writings that are exempt from disclosure under the California Public Records Act and will be handled accordingly.



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### 1.4.1 Security Sensitive Information

Security Sensitive Information (SSI) and/or documents may not be disclosed to the extent that they may compromise the security of the Metro Bus and Metro Rail systems' infrastructure, rolling stock, computer systems, or equipment that supports the operation of the transit system, and/or the physical safety of customers and/or employees. Such records include any hard copy and/or electronic records generated by LACMTA staff, its contractors, consultants, or other public entities. Security Sensitive Information may include any kind of design specification or construction documents that relate to facilities, transportation systems, transit stations, vehicles, communications, security systems, vulnerability assessments, contingency plans, and other information covered under 49 CFR 1520.5 (a) and/or California Government Code sec. 6254.

### 1.4.2 Investigative Records

Records of complaints to, or investigations conducted by, or for the LACMTA are investigative records. Such information may endanger the safety of a person involved in an investigation; may endanger the successful completion of an investigation; may identify confidential sources; or may reveal information supplied in confidence.

Investigative records include documents related, but not limited to, criminal investigations, worker's compensation investigations, internal administrative investigations, third-party claim or compliant investigations, property damage investigations, bus and rail incident/accident investigations, and other similar types of investigations.

### 1.4.3 Privileged Records

Documents and records, or portions thereof, prepared by, at the direction of, or in conjunction with the County Counsel's Office or outside legal counsel, including attorney-client communications, shall be considered privileged or work product communications and may be redacted or withheld.

County Counsel is legal counsel for the Board of Directors as set forth under Public Utilities Code Section 130051. The Board may legally request and receive communications from County Counsel on issues of concern to the Board and these communications, whether oral or written, shall be considered



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privileged communications as provided under California Evidence Code and other Federal, State and locally related statutes, regulations and rules.

County Counsel may release privileged records only in such cases as a court has determined that it is necessary for such a record or records be produced in a civil or criminal matter and has ordered that such records be released, or when the Board of Directors has determined that there is an appropriate basis upon which the privileged records should be released. County Counsel is authorized to make every reasonable effort to protect the release of such records beyond the purpose of the civil or criminal case through the use of protective orders.

### 1.4.4 Confidential Records

Confidential records include documents whose disclosure would constitute an unwarranted invasion of personal privacy. Confidential records include personnel, medical, or similar files.

The LACMTA will only act as a stakeholder of confidential records provided by any third party and will be fully indemnified by the third party in any legal proceeding that challenges LACMTA's right to retain the records as confidential.

### 1.4.5 Procurement/Trade Secret Records

LACMTA receives many different kinds of information and records from bidders and proposers through its various procurement related activities. These documents may include materials that the bidder/proposer claims as trade secret or proprietary records of the bidder/proposer, which if released to a competitor or other third parties, may injure their ability to successfully compete in future contracting opportunities. These documents may contain any formula, plan, design, pattern, process, tool, mechanism, compound, procedure, production data or software and software based application or process. For example, a bidder may be required to submit fabricating information used to produce a product as part of their bid/proposal package at the time they submit the bid/proposal to LACMTA.



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### 1.4.6 Audio/Video Surveillance Records

Audio or visual images captured by recording surveillance equipment are audio/video surveillance records. These records include incidents occurring on LACMTA bus and rail vehicles, stations and facilities and are considered incident evidence. Audio/surveillance records are not releasable to the public due the potential impact to a criminal investigation, pending civil lawsuit, or revelation of security systems, processes or procedures, etc.

All copies of recorded incidents must be secured and provided to the RMC by the division or department maintaining the vehicle or the property involved.

No LACMTA division or department may release any copy of an audio/visual surveillance record to any third party. Only authorized LACMTA employees may view an audio/video surveillance recording. Law enforcement personnel must request to receive a copy of an audio/video surveillance recording incident through designated system safety and security personnel.

### 1.4.7 Internal Negotiation Records

LACMTA is involved in negotiations of many kinds. Negotiation positions are often put into written or electronic form and exchanged internally between staff, consultants or legal counsel. Such internal negotiation records may not be disclosed to any third party as they may disclose LACMTA's position on a particular negotiation or its method for conducting negotiations. It is in the best interest of the public that LACMTA be permitted to negotiate in private to achieve the best possible outcome.

### 1.4.8 E-Mail Records

The LACMTA considers e-mail as transitory communication and therefore, the LACMTA does not maintain non-significant e-mail. However, where an e-mail message constitutes a significant record, as in an affirmative act regarding a particular Board or agency activity, or approval or rejection of a contract or management decision, the e-mail must be retained either in the departmental database or as a paper document in a project file in accordance with the Retention Schedule (Attachment 1).



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### 1.4.9 Computer Software Records

Computer software, including but not limited to computer mapping systems, computer programs, and computer graphics systems, developed by and for the LACMTA are computer software records. These records are proprietary information of the LACMTA and may not be disclosed.

### 1.4.10 Records Stored Offsite for Disaster Recovery

LACMTA maintains a separate set of records in case of a catastrophic event or disaster. These records are duplicates of official records that are stored in a secured offsite location for their protection. All LACMTA disaster recovery records are not deemed public records and not be reviewable by any outside third party for any reason.

## 2.0 PROCEDURES

Departments are responsible for organizing and managing their departmental records. Departments must develop internal desk procedures that are in accordance with the standards of the Records Management Program and work in conjunction with the Retention Schedule (Attachment 1). Departmental procedures must also allow for efficient and cost-effective management of LACMTA records.

### 2.1 Records Management Program

The Records Management Program provides the standards regarding the management of all LACMTA records throughout their life-cycle. These standards cover all paper and electronic LACMTA records received, prepared, handled, stored, and disposed. Each Department Head must appoint a staff person to be the Records Coordinator. The Records Coordinator serves as the point of contact for the RMC and is a department source for employee assistance in managing department records and compliance with the Records Management Program.

#### 2.1.1 Legal Hold

It is prohibited to destroy any information potentially relevant to any legal action affecting the LACMTA. The RMC, in conjunction with County Counsel, will be the sole department authorized to send out Legal Hold Notices for responsive materials. The purpose of the Legal Hold Notice is to ensure that LACMTA complies with its ongoing responsibility to preserve all





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record files identified by the Notice as relevant to or reasonably related to anticipated or known litigation.

Upon notification about an incident that may result in litigation or upon receipt of an actual legal claim, County Counsel may give notice to the RMC to issue a Legal Hold Notice to any department that potentially holds LACMTA records that may be necessary in order to respond to the legal claim or the various causes of action in the complaint.

The RMC will coordinate with the affected department(s) to identify, list and retain all records that may be relevant to the issues raised by a claim or complaint. RMC will coordinate the method(s) of protecting records in conjunction with legal counsel.

### 2.1.2 Disposing of Electronic Storage Devices

The ITS department shall provide assistance with disposing of all computer equipment and electronically stored data, programs and systems collected from all LACMTA offices and facilities. All hard drive disk (HDD) devices that are scheduled for destruction by ITS must be reviewed by the responsible ITS staff since the devices may contain LACMTA work products that may contain special records category records. HDD devices will be held for a period of 60 days prior to disposal. This period allows for the user's department to retrieve data from the hard drive disk device, if necessary. The HDD device will be held indicating the last user's name, badge and the date when the device can be sanitized and reused as a working device or destroyed. HDD devices are kept in a safe and secured location so that special record category data may be secured and not available for misuse or retrieval by unauthorized staff. All HDD devices that are deemed obsolete by the ITS Department will be sent to the RMC for destruction according to Retention Schedule (Attachment 1).

All computer storage devices (CD's, DVD's, flash drives, zip disks, floppy disks, magnetic tapes, etc.) that no longer possess any legal, fiscal, administrative or historical value subject to destruction will be recovered by the ITS department and submitted to RMC for disposal. Other departments may submit other computer storage devices containing data files to RMC for disposition.



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### 2.1.3 Disposing of Non-Electronic Records.

Non-electronic records which no longer possess any legal, fiscal, vital or historical value are disposed of in accordance with the Retention Schedule (Attachment 1). No record should be kept longer than its retention period, unless it is subject to a legal hold, or should be destroyed before the retention period expires. All backup record copies must be disposed of in accordance with the Retention Schedule (Attachment 1).

The RMC is the only department authorized to dispose of LACMTA records under the Retention Schedule (Attachment 1). No other Board Members, Board Officers, LACMTA/PTSC employees, consultant, agents, contractors, vendors, affiliates and any other entity directly engaged in LACMTA business may destroy records or copies of records. The RMC will document the destruction of LACMTA records by the owner of records, retention code, description, and date of records (from-to-dates).

#### 2.1.3.1 Department Stored Records

When the retention period expires, the department will need to prepare and submit the Direct Destruction of Inactive Records (Attachment 2) Form along with the records to RMC. The department Records Coordinator and the Department Head must sign the form and authorize the RMC to dispose of the records. The RMC will review the form and complete the final approval and destruction.

#### 2.1.3.2 Records Stored Off-Site

When the retention period expires for records that are stored off-site, RMC will send a Review for Destruction of Records Form (Attachment 3) to each of the applicable departments that includes an eligibility report for review and approval. If records are to be destroyed, the Department Head must sign the form and authorize the RMC to dispose of the records. The RMC will review the form with County Counsel and complete the destruction process



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### 2.1.4 Procedures for Special Record Categories

Procedures must be developed by the department designated as the record owner for records covered by a Special Record Category. At a minimum, the procedures for Special Record Categories must contain the following elements of information:

- How, when, and where the “record” is created and stored;
- Method by which the original records will be transferred to RMC for storage;
- Whether or not copies of the records are made, and if so, where they are stored;
- Requirements for labeling/ identification of the records;
- Identify personnel who are authorized to use, maintain, review, release records or information to the RMC; and
- Who are authorized to retrieve records from the RMC.

### 2.1.5 Distribution and Communication of Desk Procedures

Department Heads should ensure that desk procedures are readily available to all staff who handle departmental records within the department or Strategic Business Unit (SBU).

### 2.1.6 Review and Update of Desk Procedures

Departmental record owners should conduct a biannual review and update of their records management desk procedures to ensure they reflect current practice and are meeting the Records Management Program standards. The RMC conducts periodic inspections and audits of department records. The RMC may request a copy of the desk procedures from the department records owner during inspections or audits. RMC may review desk procedures to assess if a department is adhering to acceptable standards with the Records Management Program.



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### 2.1.7 Records Management when Employees Separate

When employees separate from service, the department manager is responsible for insuring that the employee's records are left in an orderly manner and are maintained, transferred, and/or disposed of according to the retention schedule. Responsibility for any remaining active records should be transferred to the employee to whom the job duties of the departing employee are assigned or to the department manager.

### 2.1.8 Training

The RMC provides training to staff that relates to the Records Management Program. Training courses are offered through the Management Orientation Program (MOP).

## 3.0 DEFINITION OF TERMS

**Electronic Records** – any electronically created or generated record that is stored, sent, forwarded, replied to, transmitted, distributed, broadcast, copied, downloaded, displayed, viewed, read, or printed.

**Electronic Storage Device** – a device used for storing digital data, such as, hard disk drives (HDD), CD's, DVD's, flash drives, zip disks, floppy disks, magnetic tapes, thumb drives, etc.

**Incident** – any event or occurrence that did or could have resulted a in bus or rail accident, injury, fatality, property damage, environmental release, near miss, endangerment, or adverse reaction.

**Legal Hold** – indicates subject to litigation or government investigation; therefore, a record labeled as such cannot be destroyed even though the record's retention period has expired.

**Non-Records** – information with no operational, legal, fiscal, vital or historical value. Non-records lack evidence of lasting value or official business activities. Non-records should be disposed of as soon as they are no longer of use.



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**Official Records** – documents related to the agency’s official duties or activities as recorded by the Board Secretary and/or that have LACMTA’s official seal affixed them. These may include, but are not limited to, Board agendas, minutes, resolutions, bonds, contracts, deeds, official statements, memoranda, letters, bylaws, reports, or official publications of the LACMTA Board of Directors.

**Obsolete** – equipment or records that are inoperable, damaged beyond economical repair, or no longer practical to use due to outdated technology.

**Public Records** – any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained in the regular course of business by LACMTA, regardless of physical form or characteristics.

**Retention Period** – the period of time records must be maintained by the LACMTA because they are needed for operational, legal, fiscal, historical, or other purposes.

**Records Disposal** – the transfer of records, especially inactive records, to their final state, either disposal or transfer to an archive.

**Record Files** – all communications related to public business regardless of physical form or characteristics, including any writing, picture, sound or symbol, whether paper, magnetic or other media.

**Record Owner** – the department that is the subject matter expert on the content of the record and is responsible for the lifecycle management of the record.

**Sensitive Documents** – documents or data files solely intended for use by the authorized user. They include, but are not limited to, memoranda or reports regarding internal departmental matters; investigations; working papers; preliminary drafts; informal internal comments and suggestions; financial information related to budget preparation and review; and other types of similar information

**Significant Documents** – significant documents are: organizational, policy, and procedural directives, reports and recommendations and technical documentation related to programmatic activities; agendas and minutes of meetings sponsored by LACMTA; legal and contractual documents; and correspondence regarding programmatic activities which the Department Head determines is worthy of preservation retained in the regular course of LACMTA business.



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Special Records – information either specifically exempted from public disclosure by statute, or subject to special care, handling and additional review as appropriate. Such records may be security sensitive, investigative, privileged, confidential, trade secret, recorded on video surveillance cameras, are internal negotiations, email, computer software, and/or necessary for disaster recovery.

Vital Records – any records that are essential to the functions of an organization during and after an emergency. They also include those records essential to the protection of the rights and interests of that organization and of the individuals for whose rights and interests it has responsibility.

Writing – any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

### 4.0 RESPONSIBILITIES

Board of Directors approves reductions to the Records Retention Schedule.

Chief Executive Officer administers the Records Management Policy, including the Records Retention Schedule, for the purpose of adding and defining new document categories and extending the terms of retention for categories and documents.

County Counsel reviews requests for the release of Special Record Category records and responds to legally served subpoenas.

Departments are responsible for organizing and managing their record files and developing internal desk procedures that are accordance with the standards of the Records Management Program.

Information & Technology Services (ITS) maintains electronic records stored on hard disk drives (HDD) devices according to the approved Retention Schedule.

Records Coordinator serves as the point of contact for the Records Management Center and a department source for employee assistance; also responsible for assisting in the management of department records and compliance with the Records Management Program.



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Records Management Center (RMC) administers the Records Management Program, including maintenance, review and update of the Retention Schedule; maintenance and quality control of repository of LACMTA documents; coordination of the transfer of records to, and retrieval from, inactive storage; and the destruction of records in accordance with the retention schedule. Audits LACMTA departments on records management development of records procedures.

**5.0 FLOW CHART**

Not Applicable

**6.0 REFERENCES**

Information Security (IT 1) Policy  
Public Document Disclosure (Gen 12) Policy  
California Public Records Act. Government Code Sec. 6250 et al.  
Internationals Standards Organization, Records Management Standards, ISO 15489  
U.S. Department of Defense 5015.02-STD Electronic Records Management Standards  
49 CFR 1520.5 (a) Security Sensitive Information

**7.0 ATTACHMENTS**

1. Retention Schedule
2. Direct Destruction of Inactive Records Form
3. Review for Destruction of Records Form
4. Records Management Center Transmittal Form

**8.0 PROCEDURE HISTORY**

- |          |   |
|----------|---|
| 3/23/93  | Former LACTC and former SCRTD interim procedures Board-adopted.   |
| 7/25/99  | Revised for the MTA.  |
| 11/25/02 | Revised to define and streamline process.   |
| 07/22/10 | Revised Records Management Program procedures based on audit recommendations. New Special Records Categories added to identify specific types of records. Definitions and Responsibilities updated. Revised Records Retention Schedule added. |

LACMTA RECORDS RETENTION SCHEDULE REVISION 15

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site Storage or in Oracle	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
<b>ACC1000</b> <b>Accounts Payable</b>	ACCTS PAYABLE VOUCHERS/INVOICES (Not Grant-related) Records related to payment of financial obligations. Includes vouchers, invoices, and statements.	<b>ACC1100</b>	UCP	NA	ACCOUNTING	6	Destroy paper after 6 mo. & retain electronic file 6 yrs. V	
<b>ACC1000</b> <b>Accounts Payable</b>	GRANT-RELATED ACCOUNTS PAYABLE RECORDS Records related to payment of financial obligations that are funded by a grant. Includes vouchers, invoices, and statements.	<b>ACC1110</b>	UCP+ .5	NA	ACCOUNTING	LOG+3	Destroy paper after 6 mo. & retain electronic file LOG + 3	
<b>ACC1000</b> <b>Accounts Payable</b>	NON-SEGREGATED PAYABLE RECORDS Payable records not segregated as grant or non-grant. (1992-1998)	<b>ACC1120</b>	2	30	ACCOUNTING	32	GR	
<b>ACC1000</b> <b>Accounts Payable</b>	POTENTIALLY GRANT-RELATED ELECTRONIC ACCOUNTING RECORDS Records related to payment of financial obligation that have been electronically scanned.	<b>ACC1130</b>	30	NA	ACCOUNTING	30	Destroy paper after 6 mo. & retain electronic file for 30 years	
<b>ACC2000</b> <b>Accounts Receivable</b>	ACCOUNTS RECEIVABLE RECORDS (GENERAL) Accounts Receivable with records not fitting into any sub-category.	<b>ACC2100</b>	2	2	ACCOUNTING	4		
<b>ACC2000</b> <b>Accounts Receivable</b>	CASH RECEIPT RECORDS Records documenting the receipt of cash.	<b>ACC2200</b>	2	4	ACCOUNTING	6		
<b>ACC2000</b> <b>Accounts Receivable</b>	PASS SELLERS RECORDS Records pertaining to the sales of fare media. Includes correspondence with sellers.	<b>ACC2300</b>	2	2	COMMUNICATIONS	4		
<b>ACC2000</b> <b>Accounts Receivable</b>	FARE COLLECTION RECORDS Records of money received for transportation fare. Includes sales receipts, credit card receipts, bank deposit receipts, and cash receipts with complete back up documentation.	<b>ACC2400</b>	0.25	5.75	TREASURY/COMMUNICATIONS	6		
<b>ACC2000</b> <b>Accounts Receivable</b>	TRANSIT ACCESS PASS Application records for Reduce Fare TAP cards (Senior, Disabled, College/Vocational, and Student). Applications are scanned and electronically stored on-line at the Regional TAP Service Center.	<b>ACC2500</b>	4	NA	CUSTOMER PROGRAM & SERVICE	4	Destroy paper after 90 days & retain electronic file for 4 years or loss of eligibility	



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<b>ACC3000</b> <b>Ledgers</b>	ACCOUNTING JOURNALS/LEDGERS Records used to transfer charges between accounts and for summarizing account information.	<b>ACC3100</b>	2	8	ACCOUNTING	10		
<b>ACC4000</b> <b>Capital Accounting</b>	EQUIPMENT PURCHASE & SALES RECORDS (Not grant-related) Records documenting the procurement and disposition of long term organizational assets and property other than real-estate, depreciation, and improvements, as well as financial obligations associated with capital expenditures, such as purchases of equipment, furnishings, material transfers, and improvement to buildings or fixtures.	<b>ACC4100</b>	ACT	3	ACCOUNTING	ACT+03		
<b>ACC4000</b> <b>Capital Accounting</b>	GRANT-RELATED EQUIPMENT PURCHASE & SALES Records documenting the procurement of property other than real-estate that is grant-related.	<b>ACC4110</b>	ACT	LOG+3	ACCOUNTING	LOG+3	Retain 3 years after final payment	
<b>ACC4000</b> <b>Capital Accounting</b>	VEHICLE DMV REGISTRATION CERTIFICATE Records documenting ownership or revenue and non-revenue vehicles.	<b>ACC4210</b>	ACT	NA	OFFICE OF BOARD SECRETARY	ACT		
<b>ACC4000</b> <b>Capital Accounting</b>	VEHICLE ACQUISITION RECORDS Documenting the purchase and disposition of each revenue and non-revenue vehicle.	<b>ACC4220</b>	LOV	2	OPERATIONS VEHICLE TECHNOLOGY, NON-REVENUE VEHICLES	LOV+2		
<b>ACC4000</b> <b>Capital Accounting</b>	REAL-ESTATE ACQUISITION/APPRAISAL/SURPLUS FILES Records pertaining to the MTA's acquisition, appraisal, and surplus of property for right of way facilities, etc.	<b>ACC4300</b>	ACT+01	10	REAL ESTATE	ACT+11		
<b>ACC4000</b> <b>Capital Accounting</b>	RELOCATION FILES Pertaining to businesses that have been relocated	<b>ACC4310</b>	ACT+01	10	REAL ESTATE	ACT+11		
<b>ACC4000</b> <b>Capital Accounting</b>	LEASE FILES (INCLUDES PROPERTY MGMT) Records pertaining to the MTA's management of property it purchased for potential future right of way or facilities locations.	<b>ACC4320</b>	ACT+01	9	REAL ESTATE	ACT+10		

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<b>ACC4000 Capital Accounting</b>	<b>ELECTRONIC LEASE FILES</b> Electronic lease files of records pertaining to the MTA's management of property it purchased for potential future right of way or facilities locations.	<b>ACC4325</b>	ACT+10	NA	REAL ESTATE	ACT+10	EL	
<b>ACC4000 Capital Accounting</b>	<b>DEEDS</b> Original deeds for MTA property	<b>ACC4330</b>	IND	NA	REAL ESTATE	IND		
<b>ACC4000 Capital Accounting</b>	<b>JOINT DEVELOPMENT PROJECT FILES</b> Records pertaining to the MTA's partnering with other organizations to develop property near its stations or other transportation elements.	<b>ACC4340</b>	ACT+01	UCP	COUNTYWIDE PLANNING & DEV.	IND		
<b>ACC4000 Capital Accounting</b>	<b>UNION STATION GATEWAY RECORDS</b> Records pertaining to the acquisition and development of the USG property and building.	<b>ACC4350</b>	ACT+03	UCP+2	GENERAL SERVICES	IND	PA	SS
<b>ADM1000 General Administration Records</b>	<b>GENERAL SERVICES WORK REQUEST</b> Forms used to request services from General Services and to track its completion.	<b>ADM1001</b>	3	NA	MULTIPLE	3		
<b>ADM1000 General Administration Records</b>	<b>DEPARTMENTAL PROCUREMENT FILE</b> Department copies of documents (including requisitions, purchase orders, and invoices) used for departmental procurement, tracking, and administration of services and goods.	<b>ADM1100</b>	3	NA	MULTIPLE	3		
<b>ADM1000 General Administration Records</b>	<b>DEPARTMENTAL BUDGET PREPARATION RECORDS</b> Records used by departments in developing, justifying, and tracking a cost center's budget.	<b>ADM1200</b>	3	NA	MULTIPLE	3		
<b>ADM1000 General Administration Records</b>	<b>GENERAL DEPARTMENTAL RECORDS: CORRESPONDENCE</b> Includes copies of department correspondence and other general administrative documents. May be organized by date, subject, or correspondent (Significant correspondence is captured electronically in ADM1700).	<b>ADM1310</b>	3	NA	MULTIPLE	3		

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<b>ADM1000</b> General Administration Records	GENERAL DEPARTMENTAL RECORDS: LOGS Records used in tracking activities and events.	<b>ADM1320</b>	3	NA	MULTIPLE	3		
<b>ADM1000</b> General Administration Records	GENERAL DEPARTMENTAL RECORDS: SCHEDULES Records documenting the planned and actual achievement of departmental goals.	<b>ADM1330</b>	3	NA	MULTIPLE	3		
<b>ADM1000</b> General Administration Records	WORKING PAPERS & PAPER DRAFTS - Preliminary drafts and supporting materials used in developing a finalized significant document, as well as individual project team members' copies of materials related to a project that is documented in final form elsewhere.	<b>ADM1400</b>	ACT	NA	MULTIPLE	ACT		
<b>ADM1000</b> General Administration Records	SUBJECT AND REFERENCE MATERIALS Any materials maintained for informational purposes only, and not containing official records pertaining to significant MTA activities.	<b>ADM1500</b>	ACT	NA	MULTIPLE	ACT		
<b>ADM1000</b> General Administration Records	ADMINISTRATIVE PROJECT FILES Files documenting departmental administrative projects.	<b>ADM1600</b>	ACT+1	2	MULTIPLE	ACT+3		
<b>ADM1000</b> General Administration Records	RMC SCAN Electronic and microfilmed copies of documents significant to LACMTA activities received in mail or from MTA staff.	<b>ADM1700</b>	0.5	NA	RECORDS MANAGEMENT	IND	EL	
<b>ADM1000</b> General Administration Records	PUBLISHED REPORTS (Significant) All documents reporting on significant MTA activities (i.e, those with permanent historical or evidentiary value).	<b>ADM1800</b>	ACT	IND	MULTIPLE	IND	EL	
<b>ADM1000</b> General Administration Records	PD SCAN Imaged construction records related to Parsons Dillingham construction project.	<b>ADM1810</b>	ACT	IND	RECORDS MANAGEMENT	IND	EL	

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<b>ADM1000</b> General Administration Records	LIBRARY ARCHIVAL DOCUMENTS Records that possess, archival value, that pertain to the MTA's history, and are maintained in the MTA's Library.	<b>ADM1900</b>	IND	NA	LIBRARY	IND	EL	
<b>ADM2000</b> Equipment, Property Inventories, & Logs	PROPERTY MANAGEMENT: INVENTORY Records related to the tracking of moveable agency property. Includes records related to vehicle equipment, tools, materials, and supplies owned, rented, or leased.	<b>ADM2110</b>	3	NA	MULTIPLE	3		
<b>ADM2000</b> Equipment, Property Inventories, & Logs	PROPERTY MANAGEMENT: SECURITY SENSITIVE INVENTORY Inventories of equipment that should not be disclosed for security reasons.	<b>ADM2120</b>	3	NA	MULTIPLE	3		SS
<b>ADM2000</b> Equipment, Property Inventories, & Logs	PROPERTY MANAGEMENT: MAINTENANCE Records related to the maintenance of moveable agency property.	<b>ADM2130</b>	3	NA	MULTIPLE	3		
<b>ADM2000</b> Equipment, Property Inventories, & Logs	PROPERTY MANAGEMENT: SECURITY SENSITIVE MAINTENANCE Records related to the maintenance of moveable property that for security reasons should not be disclosed.	<b>ADM2210</b>	3	NA	MULTIPLE	3		SS
<b>ADM3000</b> Policies & Procedures	MTA POLICIES AND PROCEDURES Authority-wide records documenting approved procedures for performing activities to ensure uniformity and compliance with agency and legal requirements.	<b>ADM3100</b>	US	NA	RECORDS MANAGEMENT	IND		
<b>ADM3000</b> Policies & Procedures	DEPARTMENTAL POLICIES AND PROCEDURES Records documenting approved procedures for performing activities pertaining to individual departments.	<b>ADM3200</b>	US	UCP	MULTIPLE	IND		

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<b>ADM6000</b> Computer Related Administrative Records	E-MAIL MESSAGES ON SERVERS E-mail messages maintained on ITS servers.	<b>ADM6100</b>	01 MO	NA	INFORMATION TECHNOLOGY	01 MO	EL	
<b>ADM6000</b> Computer Related Administrative Records	E-MAIL SYSTEM BACK-UPS E-mail messages maintained on back-up tapes.	<b>ADM6110</b>	01 MO	NA	INFORMATION TECHNOLOGY	01 MO	EL	
<b>ADM6000</b> Computer Related Administrative Records	INTERNET DOCUMENTS Electronic documents maintained on the MTA's public internet web sites.	<b>ADM6120</b>	ACT	NA	MULTIPLE	ACT	EL	
<b>ADM6000</b> Computer Related Administrative Records	INTRANET DOCUMENTS Electronic documents maintained on the MTA's internal intranet web site.	<b>ADM6130</b>	ACT	NA	MULTIPLE	ACT	EL	SS
<b>ADM6000</b> Computer Related Administrative Records	MYMETRO.NET Documents posted on the Intranet that are internal communications to staff in the following categories: Headline news stories and photos, CEO hotline, news releases, employee policies and instructions.	<b>ADM6135</b>	IND	NA	PUBLIC RELATIONS	IND	EL	
<b>ADM6000</b> Computer Related Administrative Records	VOICE MAIL MESSAGES MTA Voice Mail System (Call Pilot) are messages that are deleted permanently as soon as recipient deletes them or within ten days after the recipient reads them even if recipient does not delete them.	<b>ADM6140</b>	ACT	NA	INFORMATION TECHNOLOGY SERVICES	ACT	EL	
<b>ADM6000</b> Computer Related Administrative Records	CALL DETAIL RECORDS Details of all calls to and from MTA phones through the PBX.	<b>ADM6150</b>	1	NA	INFORMATION TECHNOLOGY SERVICES	1		

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<b>ADM6000</b> <b>Computer Related Administrative Records</b>	CONTROL/INPUT DOCUMENTS Documents used by staff to input data into a computer, to verify that input, or to track the status of a database.	<b>ADM6200</b>	UV	NA	MULTIPLE	UV		
<b>ADM6000</b> <b>Computer Related Administrative Records</b>	HISTORICAL DATA FILES Computer records with enduring significance to MTA activities (I.E., Permanent, evidentiary, and/or historical value).	<b>ADM6310</b>	IND	NA	MULTIPLE	IND	EL	
<b>ADM6000</b> <b>Computer Related Administrative Records</b>	PC WORKING FILES Documents stored in each staff member's "My Documents" folder.	<b>ADM6320</b>	ACT + 3	NA	MULTIPLE	ACT + 3	EL	
<b>ADM7000</b> <b>Security</b>	SECURITY RECORDS Records related to protecting employees, equipment, buildings and information. Includes security clearances, pass card lists, and password lists.	<b>ADM7100</b>	3	NA	TRANSIT SECURITY	3		SS
<b>ADM8000</b> <b>Administrative Audit</b>	INTERNAL and EXTERNAL AUDIT REPORTS - IMAGED Formal documents detailing the findings and recommendations of an audit.	<b>ADM8100</b>	UCP	6 MONTHS	MANAGEMENT AUDIT SERVICES	IND	Destroy paper after 6 months, EL	
<b>ADM8000</b> <b>Administrative Audit</b>	INTERNAL AUDIT WORKING PAPERS Imaged collection of documents accumulated during an audit that support the conclusions of the audit report.	<b>ADM8110</b>	3	US	MANAGEMENT AUDIT SERVICES	US		
<b>ADM8000</b> <b>Administrative Audit</b>	INVESTIGATION FILES and REPORTS (INSPECTOR GENERAL) Records documenting investigation by the OIG.	<b>ADM8200</b>	ACT+2	IND	OFFICE OF INSPECTOR GENERAL	IND		C

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<b>CON1000 Vendor Contractual Records</b>	<b>CONTRACT ADMINISTRATOR'S FILE</b> File maintained by the contract administrator containing pre-award records (including unsuccessful proposals) and post award records pertaining to an MTA vendor contract including the RFP or IFB with all amendments; executed contract; all amendments are changed orders to the contract; official contractual correspondence; documents pertaining to insurance, subcontractors, contract closeout.	<b>CON1100</b>	LOC+1	29	PROCUREMENT	LOC+30	V, GR	SS, C
<b>CON1000 Vendor Contractual Records</b>	<b>CONTRACT WORK ORDERS</b> Orders dealing with budget, schedule, and scope to accomplish a task within a contractual scope of work.	<b>CON1130</b>	LOC+1	29	PROCUREMENT	LOC+30	GR	
<b>CON1000 Vendor Contractual Records</b>	<b>WARRANTIES</b> Records documenting the contractor's written guarantee of a product's performance and responsibility or rectify defective work or equipment. (Does not include bus warranty OPM5300).	<b>CON1140</b>	ACT	UCP	MULTIPLE	IND		
<b>CON1000 Vendor Contractual Records</b>	<b>EXECUTED CONTRACTUAL DOCUMENTS CAPTURED ON MICROFILM OR ELECTRONIC MEDIA</b> Executed contracts, and amendments imaged by RMC on permanent media.	<b>CON1200</b>	UCP	NA	RECORDS MANAGEMENT	IND	EL, V	
<b>CON1000 Vendor Contractual Records</b>	<b>PURCHASE ORDERS</b> Imaged authorizations for purchase of goods or expenditure of funds issued by Procurement.	<b>CON1300</b>	LOC+1	29	PROCUREMENT	LOC+30	EL, GR	
<b>CON1000 Vendor Contractual Records</b>	<b>GRANT-RELATED PURCHASE ORDERS</b> Executed purchase orders related to grant-funded projects.	<b>CON1310</b>	3	LOG+3	PROCUREMENT	LOG+3	Retain 3 years after last payment	
<b>CON1000 Vendor Contractual Records</b>	<b>PACKING SLIPS</b> Purchase receipt for items procured by MTA from outside vendors.	<b>CON1320</b>	ACT+1	3	PROCUREMENT	ACT+4		

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<b>CON1000 Vendor Contractual Records</b>	CONTRACTOR PRE-QUALIFICATION FILE Imaged submittals and evaluations of documents qualifying a firm to bid on an MTA procurement.	<b>CON1400</b>	2	3	PROCUREMENT	5	EL	C
<b>CON1000 Vendor Contractual Records</b>	LABOR COMPLIANCE FILES Records related to the contractors' compliance with all terms of the contract including, fair wage and equal opportunity requirements.	<b>CON1500</b>	LOC+1	29	LABOR COMPLIANCE	LOC+30	GR	
<b>CON1000 Vendor Contractual Records</b>	GRANT-RELATED LABOR COMPLIANCE FILES Records related to the contractors' compliance with all terms of the contract including grant-related, fair wage and equal opportunity requirements.	<b>CON1510</b>	LOC+1	LOG+3	LABOR COMPLIANCE	LOG+3	Retain 3 yrs. After last payment	
<b>CON1000 Vendor Contractual Records</b>	CONTRACT COMPLIANCE FILES Contract Compliance files contain contract documents including Goal Evaluation Form, BIS/Proposal Evaluation Summary & Calculations, Conformed Documents, Board Report, and other contract related correspondence.	<b>CON1530</b>	LOC+3	27	LABOR COMPLIANCE	LOC+30	GR	
<b>CON1000 Vendor Contractual Records</b>	ESTIMATING Back-up and supporting materials of estimated cost of contract.	<b>CON1600</b>	LOC+1	4	ESTIMATING	LOC+5		C
<b>CON1000 Vendor Contractual Records</b>	CONTRACT ACCOUNTING FILES Contract Accounting payment backup records.	<b>CON1700</b>	2	28	ACCOUNTING	30	GR	
<b>CON2000 Agreements</b>	AGREEMENTS Memoranda of understanding and other agreements with other organizations, except 3rd party and vendor contracts.	<b>CON2100</b>	LOC+1	NA	PROCUREMENT	IND	V	
<b>CON2000 Agreements</b>	MASTER COOPERATIVE AGREEMENTS (Not Grant-related) Agreements with other organizations with interests & projects overlapping those of the MTA.	<b>CON2200</b>	LOC+1	3	PROCUREMENT	LOC+4		



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<b>CON2000</b> <b>Agreements</b>	GRANT-RELATED COOPERATIVE AGREEMENTS Agreements with other organizations with interests & projects overlapping those of the MTA.	<b>CON2210</b>	LOG+1	3	PROCUREMENT	LOG+4	Retain 3 yrs. After final payment	
<b>ENG1000</b> <b>Design Engineering Documents</b>	DESIGN REVIEW DOCUMENTS Records documenting the various formal reviews of engineering project designs.	<b>ENG1100</b>	UC+03	12	CONSTRUCTION, OPERATIONS	UC+15		SS
<b>ENG1000</b> <b>Design Engineering Documents</b>	DESIGN SUBJECT FILES Records organized by approved file codes reflecting the design of the system or facility.	<b>ENG1200</b>	UC+03	12	CONSTRUCTION, OPERATIONS	UC+15	Destroy paper 6 months after captured into Project Quest.	SS
<b>ENG1000</b> <b>Design Engineering Documents</b>	CADD DRAWINGS Design drawings executed and maintained in Computer Assisted Drawing and Design software for MTA. May be updated throughout the project as source for other drawings.	<b>ENG1300</b>	ACT	LOS+10	CONSTRUCTION, OPERATIONS	LOS+10		SS
<b>ENG1000</b> <b>Design Engineering Documents</b>	CANCELLED PROJECTS Engineering records related to cancelled construction projects.	<b>ENG1400</b>	ACT	10	CONSTRUCTION, OPERATIONS	ACT+10		SS
<b>ENG2000</b> <b>Construction Implementation Engineering Docs</b>	CONSTRUCTION DIG ALERTS Notifications of excavations in areas containing utility lines.	<b>ENG2001</b>	1	2	CONSTRUCTION, OPERATIONS	3		
<b>ENG2000</b> <b>Construction Implementation Engineering Docs</b>	DRAWINGS, CONFORMED PROJECT Mylar or CADD drawings developed for the conformed contract.	<b>ENG2110</b>	ACT	LOS+10	CONSTRUCTION, OPERATIONS	LOS+10		SS

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<b>ENG2000 Construction Implementation Engineering Docs</b>	<b>DRAWINGS, AS-BUILT</b> Drawings marked up by contractor to indicate actual construction.	<b>ENG2120</b>	ACT	UCP	CONSTRUCTION, OPERATIONS	IND	Destroy paper 6 months after captured into Project Quest.	SS
<b>ENG2000 Construction Implementation Engineering Docs</b>	<b>CALCULATIONS</b> Engineering calculations for MTA systems and facilities.	<b>ENG2125</b>	ACT	IND	CONSTRUCTION, OPERATIONS	IND	Destroy paper 6 months after captured into Project Quest.	SS
<b>ENG2000 Construction Implementation Engineering Docs</b>	<b>DRAWINGS, CONSTRUCTION SHOP</b> Drawings detailed items or equipment made in-house or purchased to perform necessary functions.	<b>ENG2130</b>	LOS+10	NA	CONSTRUCTION, OPERATIONS	IND	Destroy paper 6 months after captured into Project Quest.	SS
<b>ENG2000 Construction Implementation Engineering Docs</b>	<b>DRAWINGS, PROJECT RECORD</b> Redone drawings based upon as-built mark-ups to reflect actually completed projects	<b>ENG2140</b>	LOS+10	NA	CONSTRUCTION, OPERATIONS	IND	Destroy paper 6 months after captured into Project Quest.	SS
<b>ENG2000 Construction Implementation Engineering Docs</b>	<b>FIRE/SAFETY RECORDS</b> System safety records that include as-built drawings, specifications, and drawings per code at the time of construction.	<b>ENG2150</b>	UC	15	SYSTEM SAFETY	UC+15		SS
<b>ENG2000 Construction Implementation Engineering Docs</b>	<b>PHOTOS, PRECONSTRUCTION</b> Photos & videos taken by insurance consultant and maintained by Task Management to protect against illegitimate claims of damage.	<b>ENG2210</b>	UC	15	CONSTRUCTION, OPERATIONS	UC+15		

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<b>ENG2000</b> <b>Construction Implementation Engineering Docs</b>	PHOTOS, PROJECT PROGRESS Photos taken during construction of construction site and work.	<b>ENG2220</b>	UC	15	CONSTRUCTION, OPERATIONS	UC+15	Destroy paper 6 months after captured into Project Quest.	SS
<b>ENG2000</b> <b>Construction Implementation Engineering Docs</b>	PROJECT RECORD SPECIFICATIONS Reprinted contract technical specification that incorporate changes annotated onto as-built specifications.	<b>ENG2300</b>	LOS+10	NA	CONSTRUCTION, OPERATIONS	IND	Destroy paper 6 months after captured into Project Quest.	SS
<b>ENG2000</b> <b>Construction Implementation Engineering Docs</b>	OPERATION & MAINTENANCE DATA Manuals and other material related to operating and maintaining the system constructed.	<b>ENG2400</b>	LOS+10	NA	CONSTRUCTION, OPERATIONS	IND	Destroy paper 6 months after captured into Project Quest.	SS
<b>ENG2000</b> <b>Construction Implementation Engineering Docs</b>	CONSTRUCTION SUBJECT FILES Subject/correspondence/reports arranged by approved subject codes maintained by the Project Manager or Resident Engineer and constituting the official Project Record.	<b>ENG2500</b>	UC	15	CONSTRUCTION, OPERATIONS	UC+15	Destroy paper 6 months after captured into Project Quest.	SS
<b>ENG2000</b> <b>Construction Implementation Engineering Docs</b>	SUBMITTALS Work-products submitted by contractors to satisfy terms of contract.	<b>ENG2600</b>	ACT+01	UCP	PROCUREMENT	IND	Destroy paper 6 months after captured into Project Quest.	SS
<b>ENG2000</b> <b>Construction Implementation Engineering Docs</b>	QUALITY MANAGEMENT FILES Quality Management audits and surveillance files of the MTA's construction projects.	<b>ENG2700</b>	ACT+03	12	QUALITY ASSURANCE	ACT+15		SS

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<b>ENV1000</b> <b>Environmental Records</b>	<b>ENVIRONMENTAL TESTING/EXPOSURE/MONITORING</b> Records related to the testing, monitoring, and analysis of the environment for hazardous substances.	<b>ENV1100</b>	ACT+01	29	CORPORATE SAFETY	IND		
<b>ENV1000</b> <b>Environmental Records</b>	<b>ENVIRONMENTAL PROJECT FILES</b> Environmental reports and related documents, including final reports, maps specifications and similar documents pertaining to environmental issues associated with MTA construction, functions, operation, and maintenance.	<b>ENV1200</b>	ACT	15	ENVIRONMENTAL	ACT+15		
<b>ENV2000</b> <b>Hazardous Material Records</b>	<b>HAZARDOUS MTA CHEM INV FORMS (HCS-88)</b> Records explaining the dangers associated with different chemicals found in the workplace.	<b>ENV2100</b>	ACT	IND	CORPORATE SAFETY	IND		
<b>ENV3000</b> <b>Hazardous Waste Records</b>	<b>HAZARDOUS WASTE MANIFEST FORMS</b> Records detailing the disposition of environmentally dangerous materials.	<b>ENV3100</b>	ACT+01	10	MULTIPLE	IND	Destroy paper 10 years after captured.	
<b>ENV3000</b> <b>Hazardous Waste Records</b>	<b>UNDERGROUND STORAGE TANK O&amp;M</b> Records documenting the maintenance and disposition of waste storage tanks.	<b>ENV3200</b>	ACT+01	10	MULTIPLE	IND	Destroy paper 10 years after captured.	
<b>ENV4000</b> <b>Environmental Impact</b>	<b>ENVIRONMENTAL IMPACT REPORT</b> Reports that are prepared under the California Environmental Quality Act (CEQA) and Environmental Impact Statements required by the National Environmental Policy Act (NEPA). Environmental reports describe and analyze the significant environmental effects of a project and include: Drafts, Final Reports, Supplemental Reports, Impact Statements, and Community Comments.	<b>ENV4100</b>	ACT	IND	MULTIPLE	IND		
<b>FIN1000</b> <b>Finance Transactions</b>	<b>FINANCE GENERAL</b> Finance records not belonging in more specialized categories.	<b>FIN1100</b>	3	NA	FINANCE	3		

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<b>FIN1000 Finance Transactions</b>	BANKING (DEPOSITS/CANCELLED CHECKS, ETC.) Records related to banking activities.	<b>FIN1200</b>	2	4	TREASURY	6		
<b>FIN1000 Finance Transactions</b>	WIRE TRANSFER BOOKS Records documenting electronic transfer of MTA funds.	<b>FIN1300</b>	5	IND	TREASURY	IND	V	
<b>FIN1000 Finance Transactions</b>	OFFICIAL TRANSCRIPTS CD copy of official transcripts produced by bond counsel for all debt and lease issues; records of bond proceeds expenditures and investment of bond proceeds; Final Arbitrage Reports for each debt issue after 1986; private use analysis and mitigation.	<b>FIN1320</b>	ACT	NA	TREASURY	ACT	Destroy when no longer needed.	C
<b>FIN2000 Investment Records</b>	PENSION FUND INVESTMENT RECORDS Records related to passive investments for Pension Fund.	<b>FIN2100</b>	ACT+03	UCP	TREASURY	IND	V	
<b>FIN2000 Investment Records</b>	BOND/DEBENTURE/INVESTMENT RECORDS Records related to passive investments in stocks, bonds, and mutual funds to track and manage investments.	<b>FIN2200</b>	ACT+03	UCP	TREASURY	IND	V	
<b>FIN3000 Credit Records</b>	LOAN/CREDIT RECORDS Credit statements and lending files.	<b>FIN3100</b>	ACT+03	IND	ACCOUNTING	IND		
<b>FIN3000 Credit Records</b>	BAD DEBTS/UNCOLLECTABLE ACCT RECORDS Records related to the monitoring, collecting, and writing off of bad debts. Includes authorizations, supporting details of uncollectable accounts.	<b>FIN3200</b>	ACT+03	3	ACCOUNTING	ACT+06		
<b>FIN4000 Credit Records</b>	FINANCIAL STATEMENTS (ANNUAL) Financial statements, reports, and background information submitted to government agencies, stakeholders, etc.	<b>FIN4100</b>	10	UCP	ACCOUNTING	IND		
<b>FIN5000 Credit Records</b>	FINANCIAL AUDITS (EXTERNAL) Audits and work papers related to financial statements.	<b>FIN5100</b>	10	UCP	ACCOUNTING	IND		

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<b>FIN6000 Grants Management</b>	GRANT MANAGEMENT FILES Programmatic, statistical, and supporting documents relevant to program regulations of state and federal grant agreements, including audit reports.	<b>FIN6100</b>	ACT+01	2	PROGRAM MANAGEMENT	ACT+03		
<b>FIN9000 OMB Records</b>	BUDGET (ANNUAL) Approved annual budget for each fiscal year.	<b>FIN9100</b>	ACT+01	UCP+10	OFFICE OF MANAGEMENT & BUDGET	IND	PA	
<b>FIN9000 OMB Records</b>	BUDGET (ANNUAL) SUPPORT DOCUMENTS Records related to budget preparation, including department budget submittals.	<b>FIN9110</b>	ACT+02	4	OFFICE OF MANAGEMENT & BUDGET	ACT+ 06		
<b>FIN9000 OMB Records</b>	BUSINESS PLANNING/FORECASTING Records related to future planning and forecasting for internal processes. Includes annual plans, strategic plans, facility planning. Does not include transportation planning.	<b>FIN9200</b>	ACT+2	UCP+5	OFFICE OF MANAGEMENT & BUDGET	IND	PA	
<b>HUM1000 Human Resources</b>	HUMAN RESOURCES GENERAL HR records not classified in other categories.	<b>HUM1100</b>	ACT+3	NA	HUMAN RESOURCES	ACT+3		C
<b>HUM2000 Benefits</b>	BENEFITS/INSURANCE PLANS, CONTRIBUTIONS Records related to agency-sponsored benefit plans. Includes insurance, pension, disability, medical, and survivor program; vesting; vacation; educational assistance; savings plans; and correspondence explaining benefits plans.	<b>HUM2100</b>	ACT+03	3	BENEFITS	ACT+06	V	
<b>HUM2000 Benefits</b>	PENSION SUMMARY INFORMATION Records related to cumulative years of service, total pension contributions, accrued benefits, pension plans vendor payment records, etc.	<b>HUM2200</b>	ACT	6	BENEFITS	ACT+06		C
<b>HUM2000 Benefits</b>	BENEFITS CONTRIBUTIONS/DISTRIBUTIONS Records detailing actual monies contributed and disbursed.	<b>HUM2300</b>	ACT	6	BENEFITS	ACT+6		C
<b>HUM2000 Benefits</b>	PENSION PLAN RPT (IRS FORM 5500) Records related to pension plans, pension valuations, actuarial reports, benefits statements, performance evaluation reports, etc.	<b>HUM2400</b>	3	3	BENEFITS	6		C

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<b>HUM3000 Individual Employee Files</b>	HR EMPLOYEE PERSONNEL FILE (NON-MED) Summary and detailed records for individual employees related to hiring, promotion, performance, transfer, termination, etc. maintained by HR.	<b>HUM3100</b>	ACT	5	HUMAN RESOURCES	ACT+05		C
<b>HUM3000 Individual Employee Files</b>	DEPARTMENTAL EMPLOYEE PERSONNEL FILE (NON-MED) Summary and detailed records for individual employees maintained by the employee's department.	<b>HUM3110</b>	ACT	NA	MULTIPLE	ACT	Send to HR when employee separates from MTA/Bus Operators files are sent to RMC for convenience storage after 3-yrs.	C
<b>HUM3000 Individual Employee Files</b>	IMMIGRATION & NATURALIZATION SVC FORM I-9 Immigration & naturalization Form 1-9. Maintain 1 year after separation or 3 years after hire date, whichever is later.	<b>HUM3200</b>	ACT+01	NA	HUMAN RESOURCES	ACT+01	Separation +1 or Hire + 3 which ever is later.	C
<b>HUM4000 Employee Health &amp; Safety Records</b>	HR EMPLOYEE MEDICAL RECORDS – GENERAL Employee medical records related to medical treatment, examinations, medical history, etc. maintain by HR.	<b>HUM4100</b>	ACT	5	HUMAN RESOURCES	ACT+5		C
<b>HUM4000 Employee Health &amp; Safety Records</b>	DEPT. EMPLOYEE MEDICAL RECORDS – GENERAL Employee medical records related to medical treatment, examinations, and history in employee's department	<b>HUM4110</b>	ACT	NA	MULTIPLE, HUMAN RESOURCES	ACT	Send to HR when employee separates from MTA	C
<b>HUM4000 Employee Health &amp; Safety Records</b>	EMPLOYEE MEDICAL RECORDS-HAZARD EXPOS Records pertaining to exposures to hazardous materials.	<b>HUM4200</b>	ACT	UCP	CORPORATE SAFETY	IND	If injury occurred, documents may be required for litigation or claim.	C
<b>HUM4000 Employee Health &amp; Safety Records</b>	INJURY/ILLNESS PROGRAM FILES Records detailing MTA programs promoting employee health and safety.	<b>HUM4300</b>	ACT+2	3	CORPORATE SAFETY	ACT+5		

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<b>HUM4000</b> Employee Health & Safety Records	EMPLOYEE ACCIDENT/INJURY RECORDS Records related to on-the-job injury, including Safety-5.	<b>HUM4310</b>	ACT+02	NA	MULTIPLE	ACT+02		C
<b>HUM4000</b> Employee Health & Safety Records	OSHA 200 LOG AND SUMMARY (MONTHLY) Monthly report sent to OSHA each month detailing accidents.	<b>HUM4320</b>	6	NA	CORPORATE SAFETY	6		
<b>HUM4000</b> Employee Health & Safety Records	MATERIAL SAFETY DATA SHEETS Imaged MSDS sheet required by OSHA that details dangers & proper handling of dangerous substances maintained on electronic imaging system.	<b>HUM4410</b>	ACT	UCP	CORPORATE SAFETY	IND	EL	
<b>HUM4000</b> Employee Health & Safety Records	NOISE EXPOSURE/AUDIOMETRIC TESTING Records related to audiometric testing conducted for employees.	<b>HUM4420</b>	2	UCP	CORPORATE SAFETY	IND		
<b>HUM4000</b> Employee Health & Safety Records	WORKPLACE INSPECTION/TESTING Records related to inspection and testing of workplace for possible hazards.	<b>HUM4430</b>	3	NA	CORPORATE SAFETY	3		
<b>HUM4000</b> Employee Health & Safety Records	SAFETY AND EMERGENCY PLANS Plans for coping with disaster and emergency (e.g. fire and earthquake evacuation, etc.).	<b>HUM4500</b>	ACT	3	CORPORATE SAFETY/GENERAL SERVICES	ACT+3		S
<b>HUM4000</b> Employee Health & Safety Records	DRUG & ALCOHOL PROGRAM MIS REPORTS TO FTA Records relating to the drug and alcohol that MIS report to the FTA records included Contractor Monitoring Files.	<b>HUM4610</b>	2	8	HUMAN RESOURCES	10		



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<b>HUM4000</b> Employee Health & Safety Records	DRUG & ALCOHOL POSITIVE TEST RESULTS Records related to positive drug test results including completed follow-up files.	<b>HUM4620</b>	3	5	HUMAN RESOURCES	8		C
<b>HUM4000</b> Employee Health & Safety Records	DRUG & ALCOHOL PROGRAM RANDOM SELECTION FILES Records related to random testing and files of selectees not tested and reason.	<b>HUM4630</b>	2	4	HUMAN RESOURCES	6		C
<b>HUM4000</b> Employee Health & Safety Records	DRUG & ALCOHOL POST-ACCIDENT NEGATIVE RESULTS Records related to the Alcohol testing program, including copies of related reports.	<b>HUM4640</b>	1	2	HUMAN RESOURCES	3		C
<b>HUM4000</b> Employee Health & Safety Records	DRUG & ALCOHOL PRE-EMPLOYMENT/RTW NEGATIVE RESULTS Records related to alcohol tests with negative results, including Non-DOT new hire negative tests.	<b>HUM4650</b>	2	NA	HUMAN RESOURCES	2		C
<b>HUM4000</b> Employee Health & Safety Records	DRUG & ALCOHOL RANDOM NEGATIVE RESULTS Records showing proof of testing.	<b>HUM4660</b>	2	NA	HUMAN RESOURCES	2		C
<b>HUM5000</b> Training Development	TRAINING/EMPLOYEE DEVELOPMENT FILES Records related to the development and operation of agency-sponsored training programs and seminars. Includes educational assistance, management and supervisor development, job progression, course listings, schedules, requests and approvals. Also includes records related to certification for individual to perform tasks.	<b>HUM5100</b>	ACT	3	HUMAN RESOURCES	ACT+3	Not Grant-Related	
<b>HUM5000</b> Training Development	ORGANIZATIONAL DEVELOPMENT & TRAINING (OD&T) - Imaged records related to training and employees development records for Organizational Development & Training.	<b>HUM5101</b>	ACT	3	ORGANIZATIONAL DEVELOPMENT & TRAINING	ACT+3	EL	

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<b>HUM5000 Training Development</b>	ELECTRONIC VERSION OF CLASS RECORDS Electronic version of the records relating to the development and operation of agency-sponsored training programs and seminars, including but not limited to course listings, schedules, requests and approvals, outlines and materials. Also includes records related to certification for individual to perform tasks.	<b>HUM5105</b>	ACT+6	NA	OPERATIONS MAINTENANCE INSTRUCTION, OPERATIONS CENTRAL INSTRUCTION, ORGANIZATIONAL DEVELOPMENT & TRAINING	ACT+6		
<b>HUM5000 Training Development</b>	GRANT-RELATED TRAINING/EMPLOYEE DEVELOPMENT FILES Grant-funded training and employee development.	<b>HUM5110</b>	ACT	LOG+3	HUMAN RESOURCES	LOG+3	Retain 3 years after final payment	
<b>HUM5000 Training Development</b>	CONFIDENTIAL TEAM BUILDING/STRATEGIC PLANNING Electronic records relating to the team building/strategic planning sessions for MTA departments, including: needs assessment questionnaires, interview responses, Executive Summaries, and supportive team building/strategic planning retreat documents.	<b>HUM5115</b>	3	NA	ORGANIZATIONAL DEVELOPMENT & TRAINING	3		C
<b>HUM5000 Training Development</b>	VEHICLE TRANSIT TRAINING FILES Files documenting each operator's training and certification.	<b>HUM5200</b>	ACT	5	OPERATIONS DIVISIONS TRANSPORTATION	ACT+5		
<b>HUM5000 Training Development</b>	DMV CERTIFICATE FILES Files reviewed by DMV to ensure operator training and readiness.	<b>HUM5210</b>	5	IND	OPERATIONS DIVISIONS TRANSPORTATION	IND		C
<b>HUM6000 Salary Administration</b>	SALARY ADMINISTRATION GENERAL RECORDS Records related to the payment of salaries and wages that are not included under any other sub-category.	<b>HUM6100</b>	3	3	HUMAN RESOURCES	6		
<b>HUM6000 Salary Administration</b>	TIMESHEETS AND ADJUSTMENTS (Not electronically Captured) Employee timesheets, payroll adjustments( ACCT-172), and leave balance records (ACCT-10) in a paper format. Include MMAS,TOTS and SCM.	<b>HUM6110</b>	3	27	PAYROLL, OPERATIONS DIVISIONS	30		

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HUM6000 Salary Administration	TIMESHEETS AND ADJUSTMENTS (Electronically Captured) Employee timesheets, payroll adjustments, and leave balances captured on CD/R.	HUM6120	UCP	2	PAYROLL	30	EL. Destroy paper after 2-yrs upon capture and retain image 30 years.	
HUM6000 Salary Administration	DIRECT DEPOSIT SLIPS/MANUAL CHECKS Records documenting employees' electing to have their paycheck deposited directly in to their bank account and manually prepared payroll checks.	HUM6130	UCP	2	PAYROLL	4	EL. Destroy paper after 2-yrs upon capture and retain image 4 years	
HUM6000 Salary Administration	GARNISHMENT Records documenting court-ordered withholding from an employee's pay for a third party.	HUM6140	UCP	2	PAYROLL	30	EL. Destroy paper after 2-yrs upon capture and retain image 30 years	
HUM6000 Salary Administration	BI-WEEKLY EMPLOYEE PAYROLL REPORTS ON COM Computer generated microfilm reports related to the payment of salaries and wages.	HUM6200	6	NA	PAYROLL	6		C
HUM6000 Salary Administration	W-2 FORMS ON COM Annual records of employee earnings given to the employee and to the government.	HUM6300	6	NA	PAYROLL	6		C
HUM6000 Salary Administration	W-4 FORMS Imaged records modifying the number of deductions an employee is claiming.	HUM6310	6	NA	HUMAN RESOURCES	6	EL. Destroy paper after 6 months, capture and retain image for 6 years	C
HUM6000 Salary Administration	OPERATORS DAILY PAY PACKAGE Daily collection of annotated computer-generated daily reports listing which buses were in service and which drivers were driving them.	HUM6500	1	5	OPERATIONS DIVISIONS TRANSPORTATION	6		
HUM6000 Salary Administration	OPERATORS PERFORMANCE RECORD Individual employee records related to on the job performance. These records maybe included with HUM3100.	HUM6510	ACT	5	HUMAN RESOURCES	ACT+5		C
HUM6000 Salary Administration	WORK TIME ALTERATIONS Overtime slips-Operators schedule deviation time.	HUM6520	3	NA	OPERATIONS DIVISIONS MAINTENANCE	3		

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HUM6000 Salary Administration	SCHEDULE CHECKERS ASSIGN Records related to employees daily assignments.	HUM6600	1	5	PLANNING	6		
HUM7000 Employee Selection Files	EMPLOYEE SELECTION FILES Records related to all Metro Job postings/bulletens	HUM7000	1	9	HUMAN RESOURCES	10		C
HUM7000 Employee Selection Files	BACKGROUND INVESTIGATION RECORDS Records pertaining to investigation of people that applied for employment with LACMTA.	HUM7100	3	7	HUMAN RESOURCES	IND		C
HUM7000 Employee Selection Files	LEADER TESTING RECORDS Employee performance test results.	HUM7110	ACT+3	NA	CENTRAL INSTRUCTION MAINTENANCE	ACT+3		C
HUM8000 Employment Standards and Compliance	TRIP REDUCTION PLAN (SCAQMD) Records documenting MTA's effort to reduce number of employee vehicle trips.	HUM8100	1	UCP	HUMAN RESOURCES	IND		
HUM8000 Employment Standards and Compliance	HOME TO WORK SURVEY Surveys to determine how employees commute and thereby determine compliance with PLAN.	HUM8110	ACT	3	HUMAN RESOURCES	ACT+3		
HUM8000 Employment Standards and Compliance	ADA FILES Records documenting compliance with Americans with Disabilities Act.	HUM8200	ACT	6	HUMAN RESOURCES	ACT+6		
HUM8000 Employment Standards and Compliance	VIOLENT INCIDENT REPORTS Reports of violent employee behavior in the work place.	HUM8300	1	3	HUMAN RESOURCES	4		C

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<b>HUM8000</b> Employment Standards and Compliance	FAMILY CARE AND MEDICAL LEAVE (FCML) FILES Records documenting applications, and authorizations for FCML.	<b>HUM8400</b>	1	3	HUMAN RESOURCES	4		C
<b>LEG1000</b> Business Organization	CEO MAIL RECORDS Imaged records of communications addressed to the CEO	<b>LEG1010</b>	ACT	IND	EXECUTIVE OFFICE	IND	EL	
<b>LEG1000</b> Business Organization	BUSINESS ORGANIZATION GENERAL RECORDS Records related to the establishment of, and rules governing, the operation of the organization.	<b>LEG1100</b>	10	UCP	OFFICE OF BOARD SECRETARY	IND		
<b>LEG1000</b> Business Organization	BOARD AND FORMAL COMMITTEE RECORDS Records related to Board meetings. Includes all non-board meetings required by law, as well as all Board sub-committee meetings.	<b>LEG1200</b>	1	UCP	OFFICE OF BOARD SECRETARY	IND	V, PA	
<b>LEG1000</b> Business Organization	BOARD AND FORMAL COMMITTEE MEETING AUDIO TAPES Audio tapes of Board meetings.	<b>LEG1210</b>	1	IND	OFFICE OF BOARD SECRETARY	IND	Tapes stored in RMC.	
<b>LEG1000</b> Business Organization	CONFIDENTIAL BOARD & COMMITTEE MEETING RECORDS Records of closed Board sessions involving eminent domain, personnel, and other confidential matters.	<b>LEG1220</b>	IND	NA	OFFICE OF BOARD SECRETARY	IND	Tape and hard copy stored in Board Sec. Office	C
<b>LEG1000</b> Business Organization	BOARD RESOLUTIONS AND ORDINANCES Formal legal determinations by the Board of Directors.	<b>LEG1300</b>	1	UCP	OFFICE OF BOARD SECRETARY	IND		
<b>LEG1000</b> Business Organization	INFORMAL MEETING AGENDAS/MINUTES Minutes of informal or unofficial committee meeting.	<b>LEG1400</b>	3	UCP	MULTIPLE	IND	PA	
<b>LEG1000</b> Business Organization	BOARD BOX ITEMS Informational items distributed by the Board Secretary to Board members.	<b>LEG1500</b>	03 MO	UCP	OFFICE OF BOARD SECRETARY	IND		
<b>LEG1000</b> Business Organization	INSURANCE (POLICIES/AMENDMENTS, ETC.) Records related to coverage affecting agency liability. Includes policies, amendments, riders, and proof of payment.	<b>LEG1600</b>	ACT+01	IND	RISK MANAGEMENT	IND	V	C, SS

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<b>LEG1000 Business Organization</b>	CLAIM/LITIGATION CASE FILES Records of claims and lawsuits against the MTA.	<b>LEG1700</b>	ACT	2	RISK MANAGEMENT, COUNTY COUNSEL	ACT+2		C, SS
<b>LEG1000 Business Organization</b>	WORKERS COMP. CLAIMS Workers compensation claims for job-related injuries.	<b>LEG1730</b>	ACT+01	IND	RISK MANAGEMENT	IND		C, SS
<b>LEG1000 Business Organization</b>	EO COMPLAINT FILES Formal complaints of violation of federal equal opportunity laws.	<b>LEG1740</b>	ACT+02	3	OFFICE OF CIVIL RIGHTS	ACT+05		C, SS
<b>LEG1000 Business Organization</b>	GRIEVANCE FILES (MAJOR 2nd LEVEL CASES) Records pertaining to the disposition of formal employee complaints against management	<b>LEG1750</b>	ACT+02	8	MULTIPLE	ACT+10		C
<b>LEG1000 Business Organization</b>	TCU GRIEVANCE FILES (MAJOR 2nd LEVEL CASES) Records pertaining to the TCU grievance records pertaining to the disposition of formal employee complaints against management	<b>LEG1755</b>	ACT+10	NA	LABOR/EMPLOYEE RELATIONS	ACT+10		C, SS
<b>LEG1000 Business Organization</b>	LABOR/ARBITRATION FILES Records of precedent-setting settlements and rulings.	<b>LEG1760</b>	ACT+02	8	LABOR/EMPLOYEE RELATIONS	IND		C
<b>LEG1000 Business Organization</b>	GRIEVANCE FILE 2nd LEVEL (MINOR INFRACTIONS) Records pertaining to the disposition of minor infractions of employee complaints.	<b>LEG1770</b>	3	NA	LABOR/EMPLOYEE RELATIONS	3		C
<b>LEG5000 Legal Compliance</b>	LEGAL COMPLIANCE DOCS (FTA, EEOC, ETC.) Records related to the preparation of documents required by various agencies. Includes reporting and filings with agencies such as FTA, OSHA, EPA, EEOC, SBOE, etc.; also includes external program audits required by government agencies.	<b>LEG5100</b>	7	UCP	MULTIPLE	IND		
<b>LEG5000 Legal Compliance</b>	FTA-FEDERAL TRANSPORTATION FTA electronic system which collects information from the TOTS, Scheduling, and ATMS for reporting to the FTA.	<b>LEG5110</b>	10	NA	SERVICE PERFORMANCE & ANALYSIS	10		

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<b>LEG5000 Legal Compliance</b>	TAX RETURNS Tax returns and supporting documents filed by the MTA.	<b>LEG5200</b>	10	NA	ACCOUNTING	10		
<b>LEG5000 Legal Compliance</b>	LICENSES/PERMITS Records, including licenses and permits, required to conduct business, collect fares, etc.	<b>LEG5300</b>	ACT	3	MULTIPLE	ACT+03		
<b>LEG5000 Legal Compliance</b>	COURT ORDER/AGENCY COMPLIANCE DOCS Records related to unique court orders issued to the MTA.	<b>LEG5400</b>	ACT	3	MULTIPLE	ACT+03		
<b>LEG5000 Legal Compliance</b>	ETHICS COMPLIANCE RECORDS Records pertaining to compliance with ethics requirements issued by the MTA and other government bodies.	<b>LEG5500</b>	2	5	ETHICS	7		
<b>LEG5000 Legal Compliance</b>	LOBBYIST REPORTS (QUARTERLY) Reports of lobbyist registration and activities produced by the Ethics office.	<b>LEG5510</b>	4	3	ETHICS	7		
<b>LEG5000 Legal Compliance</b>	ETHICS OPINIONS Evaluation of potential Code of Conduct violation documentation.	<b>LEG5515</b>	IND	NA	ETHICS	IND		
<b>LEG5000 Legal Compliance</b>	STATEMENT OF ECONOMIC INTERESTS Imaged forms detailing economic holdings of employees and Board members.	<b>LEG5520</b>	2	5	ETHICS	7	EL	
<b>LEG5000 Legal Compliance</b>	RECONSIDERATION OPINIONS Evaluation of a bidders and proposers good faith efforts documentation.	<b>LEG5525</b>	4	NA	ETHICS	4		
<b>LEG5000 Legal Compliance</b>	CONFLICT OF INTEREST REPORTS Reports produced by the Ethics Office detailing potential conflicts of interests.	<b>LEG5530</b>	4	3	ETHICS	7		
<b>LEG5000 Legal Compliance</b>	AB1234 ETHICS TRAINING Ethics training records of elected and other specified agency officials. Ethics department is required to maintain all related documents (certificates, training notifications, legal updates, etc.) and proof of completion certifications.	<b>LEG5535</b>	3	2	ETHICS	5		

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<b>LEG5000 Legal Compliance</b>	METRO PARKING CITATION HEARINGS Documents Maintained for record keeping purposes including copies of the original citation, photos, correspondence, notes taken at the hearing, copies of the findings from the 1st level review and the 2nd level hearing officials recommended finding.	<b>LEG5540</b>	3	NA	TRANSIT COURT	3		
<b>LEG5000 Legal Compliance</b>	DBE CERTIFICATION RECORDS – APPROVED File of businesses certified as disadvantaged. Records pertaining to MTA's attempt to provide economic opportunities to small and/or disadvantaged businesses.	<b>LEG5610</b>	ACT+02	1	DIVERSITY & ECONOMIC OPPORTUNITY	ACT+03		
<b>LEG5000 Legal Compliance</b>	DBE CERTIFICATION RECORDS – DENIED Records of applicants denied certification as DBE's.	<b>LEG5620</b>	2	1	DIVERSITY & ECONOMIC OPPORTUNITY	3		
<b>LEG5000 Legal Compliance</b>	COMMUNITY SERVICE FILE Files that are mandated by the court to track community service work hours.	<b>LEG5700</b>	5	NA	STOPS & ZONES	5		
<b>LEG5000 Legal Compliance</b>	LEGAL CORRESPONDENCE RECORDS Imaged official legal correspondence created to substantiate the rights, obligation and interests of public transportation system, employees and client. Also include rec	<b>LEG5800</b>	ACT	ACT+6	COUNTY COUNSEL	ACT+6	EL	P
<b>LEG5000 Legal Compliance</b>	LEGAL DOCUMENT RECORDS Imaged records related to court proceedings for County Counsel.	<b>LEG5810</b>	ACT	ACT+6	COUNTY COUNSEL	ACT+6	EL	P
<b>LEG5000 Legal Compliance</b>	PLEADINGS Imaged court records of litigation and court documentation for County Counsel	<b>LEG5820</b>	ACT	ACT+6	COUNTY COUNSEL	ACT+6	EL	P
<b>LEG5000 Legal Compliance</b>	LEGAL PROJECT FILES Records related to determining legal requirements and providing legal advice for the agency.	<b>LEG6000</b>	ACT	10	COUNTY COUNSEL	ACT+10		C, SS
<b>LEG5000 Legal Compliance</b>	LEGAL OPINIONS Records that document specific legal advice provided.	<b>LEG6010</b>	IND	NA	COUNTY COUNSEL	IND		C, SS
<b>LEG5000 Legal Compliance</b>	EVIDENCE CASE FILES Legal cases that have historical value and contain evidence.	<b>LEG6020</b>	ACT	20	COUNTY COUNSEL	ACT+20		C, SS



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<b>LEG5000 Legal Compliance</b>	COPYRIGHT/TRADEMARK/PATENT RECORDS Records related to preparation, filing, maintenance, and rights for patents and copyrights.	<b>LEG7000</b>	ACT+01	UCP	RECORDS MANAGEMENT	IND		C, SS
<b>LEG5000 Legal Compliance</b>	LABOR RELATIONS NEGOTIATION FILES Records pertaining to the negotiation of labor contracts with the Unions.	<b>LEG8000</b>	ACT+03	UCP	LABOR/EMPLOYEE RELATIONS	IND		C, SS
<b>LEG5000 Legal Compliance</b>	LEGAL SERVICE COPIES (SUBPOENAS, ETC) Copies of subpoenas maintained by the Legal Service Office.	<b>LEG9000</b>	1	NA	LEGAL SERVICES	1		
<b>LEG5000 Legal Compliance</b>	LEGAL SERVICE ORIGINAL SUBPOENAS Original subpoenas received in Legal Services to garnish Metro employees' wages.	<b>LEG9005</b>	1	2	LEGAL SERVICES	3		
<b>MAR1000 Marketing</b>	MARKETING ACTIVITY RECORDS Records related to marketing or sales activities with vendors and potential customers.	<b>MAR1100</b>	3	NA	COMMUNICATIONS	3	Not Grant-Related	
<b>MAR1000 Marketing</b>	GRANT-RELATED MARKETING RECORDS Records related to marketing grant-funded projects.	<b>MAR1110</b>	3	LOG +3	COMMUNICATIONS	LOG +3	Retain 3 years after last payment	
<b>OPM1000 Operations and Maintenance Records</b>	OPERATIONS & MAINTENANCE GENERAL Records generated by the Divisions not belonging to another category.	<b>OPM1100</b>	2	3	OPERATIONS	5		SS
<b>OPM2000 Operations and Maintenance Records</b>	OPERATIONS SCHEDULING RECORDS Records pertaining to the development, revision, and issue of bus schedules.	<b>OPM2100</b>	US	10	SERVICE PERFORMANCE ANALYSIS	10	Sch. Dept. keeps their copy until superseded & RMC keeps their copy for 10yrs.	SS
<b>OPM2000 Operations and Maintenance Records</b>	OPERATIONS PULLOUT SHEETS Daily sheets produced by Scheduling detailing pull-out time for each scheduled bus for a division; the transportation and maintenance sections annotate the drivers and coach numbers assigned.	<b>OPM2200</b>	01 MO	10	OPERATIONS	10		

LACMTA RECORDS RETENTION SCHEDULE REVISION 15

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site Storage or in Oracle	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
<b>OPM2000</b> Operations and Maintenance Records	OPERATIONS PLANNING LINE FILES Records pertaining to the development and revision of bus routes.	<b>OPM2300</b>	ACT	AR	OPERATIONS PLANNING, SCHEDULING	AR		SS
<b>OPM2000</b> Operations and Maintenance Records	STOPS & ZONES T2 LINE FILES Master lists of bus lines and stops.	<b>OPM2400</b>	ACT	AR	STOPS & ZONES	AR		SS
<b>OPM3000</b> Operations and Maintenance Records	RAIL SAFETY & TRAINING RECORDS Records related to the program for periodic instruction of railroad employees, including program amendments.	<b>OPM3100</b>	5	NA	OPERATIONS RAIL	5		
<b>OPM3000</b> Operations and Maintenance Records	CERTIFICATE OF DRIVING SKILL Records related to the contract with the DMV for employee testing, licensing documentation. Includes the DL170, dl260, drive test, pre-trip examination, and all personal information for the person being tested.	<b>OPM3200</b>	1	4	OPERATIONS CENTRAL INSTRUCTION	5		
<b>OPM4000</b> Accident and Incident Records	VEHICLE ACCIDENT/INCIDENT REPORTS Reports of accidents and incidents occurring on buses or trains.	<b>OPM4100</b>	01MO	10	OPERATIONS DIVISIONS	10		C, SS
<b>OPM4000</b> Accident and Incident Records	SUMMARY OF VEHICLE ACCIDENTS AND INCIDENTS High-level summary reports of accidents and incidents occurring on buses and trains and all regulatory reports.	<b>OPM4110</b>	2	1	OPERATIONS/ SAFETY	3		C
<b>OPM4000</b> Accident and Incident Records	OPERATIONS CONTROL CENTER TAPES Functional data collected by Central Control on data tapes.	<b>OPM4200</b>	1	NA	OPERATIONS CONTROL CENTERS	1		C

LACMTA RECORDS RETENTION SCHEDULE REVISION 15

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site Storage or in Oracle	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
<b>OPM4000</b> <b>Accident and Incident Records</b>	OPERATIONS CONTROL TAPES Data routinely collected daily by Central Control.	<b>OPM4210</b>	1	NA	OPERATIONS CONTROL CENTERS	1		C
<b>OPM4000</b> <b>Accident and Incident Records</b>	OPERS CTRL CTR TAPES (MAJOR INCIDENT) Data collected by Central Control related to serious accidents and injuries.	<b>OPM4220</b>	1	IND	OPERATIONS CONTROL CENTERS	IND		C, SS
<b>OPM4000</b> <b>Accident and Incident Records</b>	OPERATIONS CTRL CTR DIV TELEPHONE TAPES Tapes of telephone conversations between Central Control and operators regarding incidents in stations or vehicles.	<b>OPM4330</b>	1	NA	OPERATIONS CONTROL CENTERS	1		C
<b>OPM4000</b> <b>Accident and Incident Records</b>	OPS CTRL CTR TELEPHONE TAPES (MAJOR) Tapes of telephone conversations regarding serious accidents and injuries.	<b>OPM4340</b>	3	IND	OPERATIONS CONTROL CENTERS	IND		C
<b>OPM4000</b> <b>Accident and Incident Records</b>	VSS-VEHICLE SECURITY and DVR Video Accident and incident records preserved by video recording systems that record all activity in a bus, on rail cars, at stations and facilities.	<b>OPM4360</b>	US	2	OPERATIONS	US+2	Tape is overwritten every 72 hours. Only the portion of a recording reported as an incident is preserved for one year when recording is overwritten	C
<b>OPM5000</b> <b>Vehicle Maintenance Records</b>	VEHICLE MAINTENANCE GENERAL Revenue vehicle maintenance records not fitting into the more specialized category.	<b>OPM5100</b>	1	19	OPERATIONS MAINTENANCE	20		
<b>OPM5000</b> <b>Vehicle Maintenance Records</b>	BUS ACCEPTANCE DOCUMENTS Records of acceptance of each new bus; documentation checklist, NABI documentation list, NABI working notes, MTA documentation list, and MTA working notes.	<b>OPM5200</b>	6	14	OPERATIONS MAINTENANCE	20		

LACMTA RECORDS RETENTION SCHEDULE REVISION 15

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site Storage or in Oracle	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
<b>OPM5000 Vehicle Maintenance Records</b>	<b>BUS WARRANTEE FILES</b> Records of warranty arrangements, warranty claims and warranty coverage and repair documentation and invoices.	<b>OPM5300</b>	7	LOV+4	OPERATIONS MAINTENANCE	LOV+4		
<b>OPM5000 Vehicle Maintenance Records</b>	<b>OPERATIONS EQUIPMENT DAMAGE RPT</b>	<b>OPM5400</b>	1	5	OPERATIONS MAINTENANCE	6		
<b>OPM5000 Vehicle Maintenance Records</b>	<b>COACH/CAR INSPECTION RECORDS</b> Records of periodic inspection of coaches.	<b>OPM5500</b>	2	18	OPERATIONS DIVISIONS MAINTENANCE	20		
<b>OPM5000 Vehicle Maintenance Records</b>	<b>ELECTRONIC COACH MAINTENANCE REPORTS</b> Electronic records system that tracks maintenance activities, including preventative maintenance, unscheduled repairs, modifications to equipment. Includes current and historical inventory information.	<b>OPM5600</b>	LOV+2	NA	OPERATIONS MAINTENANCE	LOV+2	EL	
<b>OPM5000 Vehicle Maintenance Records</b>	<b>DEFECT CARDS</b> Cards filled out by operator noting defects and annotated by Mechanics with indication of repair.	<b>OPM5700</b>	2	18	OPERATIONS DIVISIONS MAINTENANCE	20		
<b>OPM5000 Vehicle Maintenance Records</b>	<b>ROAD FAILURE TREND ANALYSIS (33-72)</b> Statistical report of road failures of revenue vehicles.	<b>OPM5800</b>	1	NA	OPERATIONS DIVISIONS MAINTENANCE	1		
<b>OPM5000 Vehicle Maintenance Records</b>	<b>ROAD FAILURE REPORTS &amp; SUMMARIES</b> Individual and summarized reports of revenue vehicles road failures.	<b>OPM5810</b>	1	6	OPERATIONS DIVISIONS MAINTENANCE	7		
<b>OPM5000 Vehicle Maintenance Records</b>	<b>MAINTENANCE ADMINISTRATIVE RECORDS</b> Copies of department correspondence and other general administrative documents.	<b>OPM5900</b>	1	NA	OPERATIONS DIVISIONS MAINTENANCE	1		

LACMTA RECORDS RETENTION SCHEDULE REVISION 15

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site Storage or in Oracle	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
<b>OPM5000 Vehicle Maintenance Records</b>	OPERATIONS CENTRAL INSTRUCTION RECORDS Imaged basic operator training, maintenance training, division support, TOS training, student records, and DMV-ETP.	<b>OPM5910</b>	UCP+1.5	NA	OPERATIONS CENTRAL INSTRUCTION	UCP+1.5	EL, Keep original hardcopy in office storage for 18 months after they have been imaged	
<b>OPM5000 Vehicle Maintenance Records</b>	OPERATIONS CENTRAL INSTRUCTION RECORDS Imaged Training Manuals and Course Materials	<b>OPM5920</b>	ACT	10	OPERATIONS CENTRAL INSTRUCTION	10	EL	
<b>OPM5000 Vehicle Maintenance Records</b>	OPERATIONS CENTRAL INSTRUCTION RECORDS - Imaged contracts	<b>OPM5930</b>	ACT	3	OPERATIONS CENTRAL INSTRUCTION	3	EL	
<b>OPM6000 Transit Police</b>	TRANSIT POLICE GENERAL RECORDS Records pertaining to activities of the Transit Police.	<b>OPM6100</b>	2	4	TRANSIT SECURITY	6		C
<b>OPM6000 Transit Police</b>	TRANSIT POLICE DISPATCH TAPES Audio tapes of police units dispatched and directed during incidents.	<b>OPM6200</b>	04 MO	NA	TRANSIT SECURITY	04 MO		C
<b>OPM7000 Congestion Relief</b>	FREEWAY SERVICE PATROL RECORDS Records related to the program to provide tow trucks to motorists stranded on the freeways.	<b>OPM7100</b>	2	IND	MOTORIST SERVICES	IND		
<b>OPM7000 Congestion Relief</b>	MOTORIST ASSIST FORMS – SCANNED Scantron forms recording assistance provided to individual motorists.	<b>OPM7110</b>	0.05	0.05	MOTORIST SERVICES	1		C
<b>OPM8000 Rail Maintenance</b>	SIGNAL & COMMUNICATION FILES Records related to inspection, maintenance and testing of grade crossing signals.	<b>OPM8100</b>	3	1	OPERATIONS DIVISIONS MAINTENANCE RAIL	4		
<b>PPA1000 Transportation Planning</b>	SCAG OVERALL WORK PROJECT PLAN Records pertaining to transportation projects approved and monitored by SCAG.	<b>PPA1010</b>	3	NA	COUNTYWIDE PLANNING & DEV.	3	PA	
<b>PPA1000 Transportation Planning</b>	REGIONAL TRANSPORTATION PLANS Regional transportation plans for all modes.	<b>PPA1100</b>	3	UCP	COUNTYWIDE PLANNING & DEV.	IND		

LACMTA RECORDS RETENTION SCHEDULE REVISION 15

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site Storage or in Oracle	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
PPA1000 Transportation Planning	MTA TRANSPORTATION SUPPORT DOCUMENTATION Working papers and support documents for transportation plan.	PPA1110	ACT	3	COUNTYWIDE PLANNING & DEV.	ACT+3	PA, GR	
PPA1000 Transportation Planning	QUARTERLY REPORT FOR COUNTY WIDE PLANNING Countywide Planning and Programming section quarterly status reports.	PPA1200	3	IND	COUNTYWIDE PLANNING & DEV.	IND		
PPA1000 Transportation Planning	QUARTERLY REPORT FOR COUNTYWIDE PLANNING (Back-up material) Back-up material for Countywide Planning & Programming sections quarterly status reports.	PPA1300	1	2	COUNTYWIDE PLANNING & DEV.	3		
PPA2000 Transportation Project Programming	TRANSPORTATION PROJECT FILES Imaged Planning project files (Call For Projects) for multiple models including highway, bikeway, and rail containing environmental reports conceptual studies, feasibility studies, correspondences, moves, project application, etc.	PPA2100	ACT+3	UCP	COUNTYWIDE PLANNING & DEV.	IND	EL, GR, PA	C
PPA2000 Transportation Project Programming	TRANSPORTATION PROJECT ELECTRONIC FILES Call For Project files that have been imaged including highway, bikeway, and rail containing environmental reports conceptual studies, feasibility studies, correspondences, moves, project application, etc.	PPA2110	ACT	10	COUNTYWIDE PLANNING & DEV.	ACT + 10	EL, Keep original hardcopy in off-site storage for 10-years after they have been imaged	
PPA2000 Transportation Project Programming	LOCAL TRANSIT FILES (MUNI & CITY FILES) Local city file containing proposition A&C memoranda of understanding: TDA/STA claims; Section 9/n. D.T.I performance audits; SRTDS; State Control Reports, etc.	PPA2200	3	UCP	COUNTYWIDE PLANNING & DEV.	IND		
PPA2000 Transportation Project Programming	IMMEDIATE NEEDS PROGRAM FILES Immediate needs program records (include trip information, trip summaries, funding authorizations, invoices, and vouchers) documenting the program that distributes taxi vouchers and bus tokens to those with transportation needs and no other means to meet them.	PPA2210	ACT+1	2	COUNTYWIDE PLANNING & DEV.	ACT+3		

LACMTA RECORDS RETENTION SCHEDULE REVISION 15

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<b>PPA2000</b> <b>Transportation Project Programming</b>	CTC AGENDA (California Transportation Commission) CTC are agendas of all legislative, statewide information items.	<b>PPA2300</b>	3	5	COUNTYWIDE PLANNING & DEV.	8		
<b>PPA3000</b> <b>Transportation Systems Analysis</b>	TRANSPORTATION SYSTEMS ANALYSIS AND MODELS Records pertaining to the development and publishing of analytical transportation studies and models.	<b>PPA3100</b>	3	UCP	COUNTYWIDE PLANNING & DEV.	IND	PA, GR	
<b>PPA3000</b> <b>Transportation Systems Analysis</b>	NATIONAL TRANSPORTATION DATABASE SOURCE DOCS Documents used to provide statistical transportation data to the National Transportation Database.	<b>PPA3200</b>	3	UCP	COUNTYWIDE PLANNING & DEV.	IND	PA, GR	
<b>PPA3000</b> <b>Transportation Systems Analysis</b>	TRANSPORTATION MODELING RECORDS Print outs of data describing alternative transportation forecast.	<b>PPA3300</b>	ACT+1	20	COUNTYWIDE PLANNING & DEV.	20		
<b>PPA4000</b> <b>Benefits Assessment</b>	BENEFIT ASSESSMENT ADMIN FILES Records pertaining to the assessment of a fee on property benefiting from transportation improvements.	<b>PPA4100</b>	ACT+1	UCP	COUNTYWIDE PLANNING/REAL ESTATE	IND	Keep originals 11 yrs. after imaging	
<b>PPA4000</b> <b>Benefits Assessment</b>	BENEFIT ASSESSMENT CASE FILES Records pertaining to the disposition of individual property owners contesting their benefit assessment.	<b>PPA4200</b>	ACT+04	UCP	COUNTYWIDE PLANNING/REAL ESTATE	IND	Keep originals 11 yrs. after imaging	
<b>PUB1000</b> <b>Public Affairs</b>	PUBLIC AFFAIRS/COMMUNITY RELATIONS GENERAL Records related to public relations not fitting into one of the specialized categories below.	<b>PUB1100</b>	3	UCP	MULTIPLE	IND	PA, GR	
<b>PUB1000</b> <b>Public Affairs</b>	PUBLIC MEETING FILES Records of public meetings held to discuss transportation issues and changes	<b>PUB1200</b>	1	UCP	MULTIPLE	IND	PA, GR	
<b>PUB1000</b> <b>Public Affairs</b>	PUBLIC COMMENT LETTERS Letters received from the public regarding transportation issues and changes.	<b>PUB1300</b>	1	UCP	MULTIPLE	IND	PA, GR	
<b>PUB1000</b> <b>Public Affairs</b>	PUBLIC COMMENT/COMPLAINT RECORDS Transit service related comments, commendations, and complaints	<b>PUB1500</b>	5	5	CUSTOMER SERVICE	10	EL. Retain paper in Dept 5 years and 5 years offsite.	

LACMTA RECORDS RETENTION SCHEDULE REVISION 15

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site Storage or in Oracle	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
<b>PUB2000</b> Public Affairs	GOVERNMENT RELATIONS RECORDS Records related to the MTA's relations with local, state, and federal government officials and bodies.	<b>PUB2000</b>	5	NA	GOVERNMENT RELATIONS	5	PA	
<b>PUB3000</b> Public Affairs	PUBLIC AFFAIRS (PRESS RELEASES, PHOTOS) Press releases produced by the MTA's Media office.	<b>PUB3000</b>	5	UCP	PUBLIC RELATIONS	IND	EL	
<b>PUB4000</b> Public Affairs	EMPLOYEE NEWSLETTERS/ALL STAFF MEMOS Newsletters and memos distributed to all staff and/or special employee groups.	<b>PUB4000</b>	3	UCP	MULTIPLE	IND	EL	
<b>PUB5000</b> Public Affairs	ART COLLECTION DATABASES/RECORDS Records of special art fabricator specifications, conservator reports, inventory assessments/surveys and financial appraisals. Public and portable artworks.	<b>PUB5100</b>	IND	NA	METRO ART	IND	EL	
	<b>NOTES:</b>							
	REV. 1 APPROVED BY THE BOARD OF DIRECTORS	<b>05/24/1996</b>						
	REV. 2 APPROVED BY THE BOARD OF DIRECTORS	<b>06/25/1997</b>						
	REV. 3 APPROVED BY BOARD OF DIRECTORS	<b>09/23/1998</b>						
	REV. 4 APPROVED BY BOARD OF DIRECTORS	<b>09/23/1999</b>						
	REV. 5 APPROVED BY BOARD OF DIRECTORS	<b>03/22/2001</b>						
	REV. 6 APPROVED BY BOARD OF DIRECTORS	<b>09/26/2002</b>						
	Rev. 7 APPROVED BY CHIEF EXECUTIVE OFFICER	<b>10/08/2003</b>						
	Rev. 8 APPROVED BY CHIEF EXECUTIVE OFFICER	<b>06/29/2004</b>						
	Rev. 9 APPROVED BY BOARD OF DIRECTORS	<b>12/13/2004</b>						
	Rev. 10 APPROVED BY CHIEF EXECUTIVE OFFICER	<b>04/05/2005</b>						
	Rev. 11 APPROVED BY CHIEF EXECUTIVE OFFICER	<b>06/14/2006</b>						
	Rev. 12 APPROVED BY CHIEF EXECUTIVE OFFICER	<b>07/10/2008</b>						
	Rev. 13 APPROVED BY CHIEF EXECUTIVE OFFICER	<b>10/21/2008</b>						
	Rev. 14 APPROVED BY THE CHIEF EXECUTIVE OFFICER	<b>10/17/2010</b>						
	Rev. 15 APPROVED BY THE CHIEF EXECUTIVE OFFICER	<b>7/14/2011</b>						
	<b>RETENTION CODES</b>	<b>SPECIAL RECORDS CATEGORIES</b>						
	<b>ACT</b> = While active	<b>P</b> = Privileged Records (Communication from Legal Counsel to the Board of Director).						
	<b>AR</b> = Annual Review	<b>C</b> = Confidential Records (Records received by Metro with the intention that Metro used without						
	<b>EL</b> = Electronic Record	any transfer of ownership as a result of the nature of the records).						
	<b>G</b> = Grant Related	<b>TS</b> = Procurement/Trade Secret (Formulas, plan, patterns, process, tool, mechanism, compound,						
	<b>GR</b> = Potentially Grant Funded, See ADM5000	procedure, production data or compilation of information which is not patentee etc.						



LACMTA RECORDS RETENTION SCHEDULE REVISION 15

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site Storage or in Oracle	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
	<b>IND</b> = Indefinite. Records must be reviewed periodically.	<b>CS</b> = Computer Software Records (Computer mapping systems, programs and graphic systems).						
	<b>LOC</b> = Life of Contract	<b>AV</b> = Audio & Video Records (Incidents reported by Metro employee, law enforcement or						
	<b>LOG</b> = Life of Grant	individuals involved in the incidents).						
	<b>LOS</b> = Life of System	<b>SS</b> = Security Sensitive Records (Facility records, transportation systems, communication or						
	<b>LOV</b> = Life of Vehicle	security systems and all other systems).						
	<b>MO</b> = Months	<b>I</b> = Investigative Records (Investigation information and data relating to incidents or accidents						
	<b>NA</b> = Not Applicable	on all Metro vehicles and facilities).						
	<b>PA</b> = Potentially Archival	<b>N</b> = Internal Negotiation Records						
	<b>UC</b> = Upon completion	<b>DR</b> = Records Stored Offsite for Disaster Recovery (Backed-up data, systems and application records).						
	<b>UCP</b> = Until Captured	<b>E</b> = Email Records						
	<b>US</b> = Until Superseded or obsolete							
	<b>UV</b> = Until Verified							
	<b>V</b> = Vital Business Record							
	<b>WC</b> = When Created							
	<b>WI</b> = When Inactivated							
	<b>WU</b> = While Useful							

**RECORDS MANAGEMENT CENTER  
DIRECT DESTRUCTION OF INACTIVE RECORDS FORM**

Sender's Name: \_\_\_\_\_ Owner of Records: \_\_\_\_\_ Date: \_\_\_\_\_  
 Floor #: \_\_\_\_\_ Cubicle #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Dept Name: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Retention Category Code: \_\_\_\_\_ Box #: \_\_\_\_\_ of \_\_\_\_\_

Description (provide a complete description; attach additional sheet (s) if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Records From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
 Records Coordinator Signature

Records Coordinator Badge #: \_\_\_\_\_

\_\_\_\_\_  
 Department Head or Designee Signature

Dept Head Badge #: \_\_\_\_\_

**PLEASE NOTE:**

All fields must be completed before submitting boxes to Records Management Center. All boxes with incomplete forms will be returned to sender. Please fax (2-2373) copies of transmittal (s) for review. Pick up will not be scheduled without review.

**RECORDS MANAGEMENT PROCESSING**

— Do Not Write in This Section —

- Records received by Records Management
- Records rejected due to reasons below (check all that apply)
  - Not submitted with a detailed & complete Records Management Direct Destruction Form
  - Not received from the department listed as "Office of Records" on the RRS form
  - Direct Destruction form not signed

\_\_\_\_\_  
 RMC Signature

\_\_\_\_\_  
 Badge

\_\_\_\_\_  
 Date



**Metro**

# METRO REVIEW FOR DESTRUCTION OF RECORDS

TO: \_\_\_\_\_ Ext: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_ Cost Center No.: \_\_\_\_\_

In compliance with the LACMTA approved Records Retention Schedule and Records Management Policy, the following records are eligible and will be scheduled for destruction in 30 days. Please review this report thoroughly and indicate if there is any pending litigation that requires any records to be placed on "HOLD" by placing an "X" next to the record and also indicate the new review date. Please confirm destruction by signing this form and returning to Joe Parise the Records Management Center Supervisor at Mail Stop 99-PL-5 within five days.

## DEPARTMENT

REVIEW DATE	BARCODE NO.	RECORDS DESCRIPTION	FROM DATE	TO DATE	Years Inactive	SERIES	SENDER	HOLD	REASON	NEW REVIEW DATE

## DESTRUCTION AUTHORIZATION

Department Manager (Print Name) \_\_\_\_\_ Badge # \_\_\_\_\_

Legal Counsel (Print Name) \_\_\_\_\_ Badge# \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

# RECORDS MANAGEMENT CENTER TRANSMITTAL FORM

SEND BOX WITH COMPLETED FORM TO: RMC, 99-PI-1

Sender's Name: \_\_\_\_\_ Owner of Records: \_\_\_\_\_ Date: \_\_\_\_\_  
Floor #: \_\_\_\_\_ Cubicle #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Dept Name: \_\_\_\_\_ Cost Center: \_\_\_\_\_

## INACTIVE DEPARTMENTAL RECORDS TO BE STORED OFF-SITE

Retention Category Code: \_\_\_\_\_ Box #: \_\_\_\_\_ of \_\_\_\_\_

Description (provide a complete description; attach additional sheet (s) if necessary):

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Date of Records From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Records Coordinator Signature

Records Coordinator Badge #: \_\_\_\_\_

\_\_\_\_\_  
Department Head or Designee Signature

Dept Head Badge #: \_\_\_\_\_

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\_\_\_\_\_  
RMC Signature

\_\_\_\_\_  
Badge

\_\_\_\_\_  
Date