

**RECORDS MANAGEMENT DIVISION
HOURS OF OPERATION:**

CLOSED DURING COVID

PLEASE EMAIL US AT: Clerk.RMD@lacity.org

Upon re-opening we will return to our prior operating hours:

**MONDAY - THURSDAY
8:00 A.M. to 5:00 P.M.**

CLOSED ON ALTERNATE FRIDAYS

CLOSURES through May 2021:

MONDAY, OCTOBER 12th (Columbus Day)

FRIDAY, OCTOBER 16th

FRIDAY, OCTOBER 30th

WEDNESDAY, NOVEMBER 11th (Veterans' Day)

TUESDAY, NOVEMBER 3rd (City Furlough Day)

FRIDAY, NOVEMBER 13th

WEDNESDAY - FRIDAY, NOVEMBER 25th - 27th (Thanksgiving)

FRIDAY, DECEMBER 11th

THURSDAY, DECEMBER 24th - FRIDAY, JANUARY 1st, 2021 (Winter Holiday)

FRIDAY, JANUARY 8th

MONDAY, JANUARY 18th (Martin Luther King, Jr. Holiday)

FRIDAY, JANUARY 22nd

FRIDAY, FEBRUARY 5th

MONDAY, FEBRUARY 15th (Presidents' Day)

FRIDAY, FEBRUARY 19th

FRIDAY, MARCH 5th

FRIDAY, MARCH 19th

MONDAY, MARCH 29th (César E. Chávez Day)

THURSDAY, APRIL 1st (City Furlough Day)

FRIDAY, APRIL 2nd

FRIDAY, APRIL 16th

FRIDAY, APRIL 30th

FRIDAY, MAY 14th

FRIDAY, MAY 28th

MONDAY, MAY 31st (Memorial Day)