City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

Request for

AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of_____
(Department/Bureau) (Division) (Unit)

Location of Records_____ Records Retention Schedule No._____ [ ] Original Records [ ] Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By_____ By_____ Date_____ Page_____of_____Pages
Division Head Department Head

Retention Codes: AU=AUDIT AR=ANUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION

TO = the "To Date" i.e. the date of the record.