



# CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

\* **Records of Department:**

**Additional Information:**

**Submitting Date:**   Email me a copy

\* **Quantity:**

**Records Dated From**  **To**

**Description:**

**Attachment:** [2 MB max]  [AGE01 0153 0252 11 boxes.pdf](#)

## Department Authorization

**Authorizing Person:**  **Date:**

## City Clerk Authorization

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

**APPROVE**                       **REJECT**

**Authorizing Person:**

**Signature:** 

**Date Signed:**

**Date of Notification:**  (Records will be held for 60 days from this date).

**CITY OF LOS ANGELES**  
**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 3/19/2019

**BOX SUMMARY BY RECORD SERIES:**

Summary Page 1 of 1

RECORDS OF: DEPARTMENT OF AGING/AGING


/AGE/01/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O001.	ADMINISTRATIVE EXPENSE RECORDS	01/03/1987	12/31/1991	AU+3	3
O007.	CORRESPONDENCE AND SUBJECT FILES	07/01/1981	12/31/1991	TO+5	5
O012.	PROJECT FILES (FISCAL)	07/01/1981	06/30/1983	AU+3	1
O013.	REQUEST FOR PROPOSAL	01/01/1987	12/31/1988	TO+5	1
O015.	TIMEKEEPING RECORDS	01/03/1987	07/01/1989	AU+5	1

Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 11  
 Minus excluded boxes:  
 (Please line out excluded boxes on the form and note box numbers)  
**TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION** \_\_\_\_\_  
 =====

Instructions to Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be lined out on the page and the total at the bottom of the page and on this summary page adjusted accordingly. Department head must sign this page below. Return report to City Clerk's Office.

DEPARTMENT AUTHORIZATION:  
 I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 34 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD): *Paul [Signature]*  


BY (DEPT HEAD): *James [Signature]* DATE: *5/28/20*

**CITY OF LOS ANGELES**  
**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 3/19/2019

**BOX LISTING BY RECORD SERIES:**

Box List Page 1 of 1

**RECORDS OF: DEPARTMENT OF AGING/AGING**

**/AGE/01/**

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O001. /AGE/01/	<b>ADMINISTRATIVE EXPENSE RECORDS</b> Invoices, payment vouchers. Approx 1987 - 1991	AU+3	01/03/1987	12/31/1991		000000185 CRC	798518	1
O001. /AGE/01/	<b>ADMINISTRATIVE EXPENSE RECORDS</b> Invoices, payment vouchers. Approx 1987 - 1991	AU+3	01/03/1987	12/31/1991		000000187 CRC	798527	2
O001. /AGE/01/	<b>ADMINISTRATIVE EXPENSE RECORDS</b> Invoices, payment vouchers. Approx 1987 - 1991	AU+3	01/03/1987	12/31/1991		000000242 CRC	798528	3
O007. /AGE/01/	<b>CORRESPONDENCE AND SUBJECT FILES</b> Correspondence and Subject Files: Site Monitoring Reports. ONE [Organization for the Needs of the Elderly]	TO+5	01/01/1990	12/31/1991			810297	4
O007. /AGE/01/	<b>CORRESPONDENCE AND SUBJECT FILES</b> Computer printouts/reports:	TO+5	01/01/1984	06/30/1990			798530	5
O007. /AGE/01/	<b>CORRESPONDENCE AND SUBJECT FILES</b> Files for various volunteer/assistance groups FY 1984 - 1985	TO+5	07/01/1984	06/30/1985		000000245 CRC	798580	6
O007. /AGE/01/	<b>CORRESPONDENCE AND SUBJECT FILES</b> Filipino American Community of Los Angeles, Inc. [FACLA] July 1981 - June 1982.	TO+5	07/01/1981	06/30/1982		000000264 CRC	811272	7
O007. /AGE/01/	<b>CORRESPONDENCE AND SUBJECT FILES</b> Bay Cities Escort Service, misc. files, contracts, etcf. FY 1981-1982, 1982-1983	TO+5	07/01/1981	06/30/1983		000000296 CRC	798361	8
O012. /AGE/01/	<b>PROJECT FILES (FISCAL)</b> Project Files: Alpha Pi - Bet Tzedek, FY 1981-1983.	AU+3	07/01/1981	06/30/1983			27370	9
O013. /AGE/01/	<b>REQUEST FOR PROPOSAL</b> RFP: Regional Nutritionists Svcs. Multi-Lingual I & R Rep.	TO+5	01/01/1987	12/31/1988		000000255 CRC	810283	10
O015. /AGE/01/	<b>TIMEKEEPING RECORDS</b> 0301 Payroll Printouts 01/03/1987 - 06/19/1989	AU+5	01/03/1987	07/01/1989		000000273 CRC	798517	11

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

11

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CA=CANCELLED CL=CLOSED CO=COMPLETION EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED  
 TE=TERMINATION TO=THE DATE OF THE RECORD, i.e. THE "TO DATE"  
 MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT FM=FILEM MD=MAG DISK MT=MAG TAPE  
 MC=MICROFICHE MF=MICORFILM PH=PHOTO NG=NEGATIVE OD=OVESIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS  
 RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**Instructions to Reviewer:** Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

**Number Boxes to be Destroyed This Page:** \_\_\_\_\_

**Reviewer Initials:** \_\_\_\_\_