



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] [DAR 1382 Boxes 128-181 summary.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

Authorizing Person:

Date Signed:

APPROVE

REJECT

Signature:

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

Text

ADMINISTRATION (DAR/OO, 01, 02) 826 BOXES
EAST VALLEY SHELTER (DAR/13) 186 BOXES
NORTH CENTRAL SHELTER (DAR/23) 103 BOXES
SOUTH CENTRAL SHELTER (DAR/33) 86 BOXES
WEST LOS ANGELES SHELTER (DAR/43) 111 BOXES
HARBOR SHELTER (DAR/53) 27 BOXES
WEST VALLEY SHELTER (DAR/63) 43 BOXES
1,382 BOXES

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 2/11/2019

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: ANIMAL SERVICES/ADMINISTRATION

/DAR/00/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0003.	CORRESPONDENCE & SUBJECT FILES	01/01/1969	12/31/2004	AR+2	14

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **14**

Minus excluded boxes:
(Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

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BY (DIV HEAD): _____

BY (DEPT HEAD): Jamy Watts

DATE: 2/12/19

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 2/11/2019

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: ANIMAL SERVICES/ADMINISTRATION - ACCOUNTING

/DAR/01/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O001.	BAD CHECK FILES/WRITE-OFF REDEEMED (AR127)	04/16/2007	05/12/2008	AU+2	1
O002.	CONDITION OF ACCOUNTS	07/01/1991	06/19/2008	AU+2	22
O003.	DEPARTMENT RECEIPTS	07/01/1971	06/30/1973	AU+2	2
O004.	DEPOSIT CERTIFICATE (G2AR)	05/28/1996	06/30/2009	AU+2	260
O005.	PERMIT RECORDS (AR72A)	07/01/1987	06/30/2000	AU+2	1
O006.	REFUNDS	07/01/1997	09/25/2007	AU+2	8
O007.	SPECIAL REFUNDS	07/01/2000	06/30/2001	AU+2	1
O009.	TRANSACTION/OPERATING EXPENSE FILE	10/07/1996	12/31/2009	AU+2	496

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **791**

Minus excluded boxes:
 (Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

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BY (DIV HEAD): _____

BY (DEPT HEAD): Jamy Watson

DATE: 2/12/19

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 2/11/2019

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: ANIMAL SERVICES/ADMINISTRATION - PERSONNEL

/DAR/02/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O001.	CORRESPONDENCE & SUBJECT FILES	1/1/1989	12/31/2000	AR+2	2
O003.	INTERVIEW FOLDERS	3/2/1988	6/12/2007	TO+10	19

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **21**

Minus excluded boxes:

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BY (DIV HEAD): _____

BY (DEPT HEAD): Jenny Watson

DATE: 2/12/19

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 2/11/2019

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: ANIMAL SERVICES/EAST VALLEY SHELTER

/DAR/13/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
D010.	NOISE INVESTIGATION REPORT (AR309)	01/01/1992	06/30/2008	CL+10	38
O001.	ANIMAL IMPOUND NOTICE (AR79A)	01/01/2001	12/31/2007	TO+2	3
O002.	ANIMAL RELINQUISHMENT/IMPOUND (AR30)	01/01/2007	11/30/2007	TO+2	2
O003.	RECORD/KENNEL CARE (AR30-OBS)	12/01/2005	07/31/2007	TO+2	19
O005.	APPLICATION FOR TRAPPING PERMIT (AR75)	01/10/2006	12/31/2007	TO+2	1
O010.	CALL BLOTTER (AR38)	01/01/2006	12/31/2006	TO+2	1
O014.	CORRESPONDENCE & SUBJECT FILES	01/01/2007	12/31/2007	AR+2	1
O015.	COURT FILES	01/01/1997	12/31/2006	CL+10	35
O016.	DAILY TIME REPORT (AR114A)	01/01/2005	12/31/2007	TO+2	3
O017.	DISTRICT WORK SCHEDULE (AR124)	01/01/2001	12/31/2001	TO+2	1
O018.	DRIVER'S DAILY REPORT (AR60)	01/01/2001	12/31/2007	TO+2	2
O021.	INVESTIGATION REPORT (AR46A)	01/01/1986	12/31/2004	TO+10	31
O022.	LEASH LAW COMPLAINT NOTICE (AR319)	01/05/2005	12/31/2005	TO+10	1
O025.	NOISE INVESTIGATION REPORT (AR309A)	01/01/1998	01/31/2006	TO+10	9
O026.	NOTICE OF NOISE COMPLAINT (AR307A)	01/01/2001	12/31/2007	TO+10	8
O034.	SERVICE REQUEST REPORT (AR69A)	07/01/1974	12/31/2002	TO+10	4

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

159

Minus excluded boxes:

(Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

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BY (DIV HEAD): _____

BY (DEPT HEAD): Jamy Watson

DATE: 2/12/19

CERTIFICATION FOR DISPOSITION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Dispose of Obsolete Records:

1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
 - a. For operations of named department or office, or
 - b. For the operations of the City, or
 - c. To satisfy a City Council policy adopted by resolution, or a City Council request, or
 - d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
 - e. By the City Clerk for the City Archives; and
4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4 of the Los Angeles Administrative Code;
2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

BY *Pammy Watson* Date 2/11/19
 Department/Bureau ANIMAL SERVICES / FIELD OPERATIONS EAST VALLEY
 Records Dated (0018 / 2007 - 2017) (0021 / 2005 - 2008) (0014 / 2006 - 2009)

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of ANIMAL SERVICES / FIELD OPERATIONS EAST VALLEY

Location of Records EAST VALLEY (Division) _____ (Unit) _____

Records Retention Schedule No. DAR / 13 Original Records Duplicate Records

Ser. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
0018	DRIVERS DAILY REPORT	NO	AR66	TOTZ	2007	2016		7
0021	INVESTIGATIONS REPORT	NO	AR44A	TOT+NO	2005	2008		16
0027	CORRESPONDENCE & SUBJECT FILES	NO	N/A	TOTZ	2006	2007		4

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

By J. Angaly #058 Division Head Jerry Watson Department Head Date 2/12/19 Page _____ of _____ Pages

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

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 2/11/2019

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: ANIMAL SERVICES/NORTH CENTRAL SHELTER

/DAR/23/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O001.	ANIMAL IMPOUND NOTICE (AR79A)	07/01/2010	06/30/2014	TO+2	4
O002.	ANIMAL RELINQUISHMENT/IMPOUND (AR30)	08/01/2007	12/31/2014	TO+2	4
O005.	APPLICATION FOR TRAPPING PERMIT (AR75)	07/01/2010	06/30/2014	TO+2	2
O012.	CITATION BOOK RECORD	01/01/2002	12/31/2002	TO+10	1
O014.	CORRESPONDENCE & SUBJECT FILES	01/01/2013	01/12/2016	AR+2	3
O015.	COURT FILES	01/01/1996	12/31/2004	CL+10	13
O018.	DRIVER'S DAILY REPORT (AR60)	01/01/2006	12/31/2015	TO+2	3
O021.	INVESTIGATION REPORT (AR46A)	07/01/1998	12/31/2008	TO+10	47
O024.	MISCELLANEOUS RECEIPT (AR128)	01/01/2014	12/31/2015	TO+2	1
O025.	NOISE INVESTIGATION REPORT (AR309A)	01/01/1998	07/31/2000	TO+10	5
O026.	NOTICE OF NOISE COMPLAINT (AR307A)	01/01/1992	12/31/2008	TO+10	12
O034.	SERVICE REQUEST REPORT (AR69A)	01/01/1994	12/31/2007	TO+10	8

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

103

Minus excluded boxes:
 (Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

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BY (DIV HEAD): _____

BY (DEPT HEAD): Jenny Watts

DATE: 2/12/19

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 2/11/2019

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: ANIMAL SERVICES/SOUTH CENTRAL SHELTER

/DAR/33/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0003.	RECORD/KENNEL CARE (AR30-OBS)	01/01/2004	12/31/2011	TO+2	1
0004.	APPLICATION FOR PERMIT (AR73)	07/01/2007	06/30/2009	TO+2	2
0014.	CORRESPONDENCE & SUBJECT FILES	01/01/2005	12/31/2006	AR+2	1
0015.	COURT FILES	01/01/2003	12/31/2005	CL+10	3
0016.	DAILY TIME REPORT (AR114A)	01/01/2003	12/31/2008	TO+2	6
0017.	DISTRICT WORK SCHEDULE (AR124)	01/01/2007	12/31/2007	TO+2	1
0018.	DRIVER'S DAILY REPORT (AR60)	07/01/2003	06/30/2010	TO+2	8
0021.	INVESTIGATION REPORT (AR46A)	07/01/1998	06/30/2008	TO+10	44
0023.	LETTER RESPONSE TO ANIMAL NUISANCE (AR414)	01/01/2006	12/31/2007	TO+10	2
0025.	NOISE INVESTIGATION REPORT (AR309A)	01/01/1998	12/31/2005	TO+10	10
0034.	SERVICE REQUEST REPORT (AR69A)	01/01/1997	12/31/2005	TO+10	8

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

86

Minus excluded boxes:
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BY (DIV HEAD): _____

BY (DEPT HEAD): Jamy Watson

DATE: 2/12/19

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 2/11/2019

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: ANIMAL SERVICES/WEST LOS ANGELES SHELTER

/DAR/43/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O001.	ANIMAL IMPOUND NOTICE (AR79A)	01/01/2008	12/31/2015	TO+2	3
O002.	ANIMAL RELINQUISHMENT/IMPOUND (AR30)	01/01/2006	12/31/2015	TO+2	13
O003.	RECORD/KENNEL CARE (AR30-OBS)	01/01/2005	12/31/2009	TO+2	3
O010.	CALL BLOTTER (AR39)	01/01/2006	12/31/2007	TO+2	1
O012.	CITATION BOOK RECORD	01/01/1997	12/31/2000	TO+10	1
O013.	COMPLAINT SUPPORT STATEMENT (AR310)	01/01/1997	12/31/2003	TO+10	5
O015.	COURT FILES	01/01/1992	12/31/2008	CL+10	34
O016.	DAILY TIME REPORT (AR114A)	03/01/2008	09/04/2008	TO+2	1
O018.	DRIVER'S DAILY REPORT (AR60)	01/01/2006	12/31/2007	TO+2	2
O021.	INVESTIGATION REPORT (AR46A)	01/01/1998	12/31/2008	TO+10	39
O025.	NOISE INVESTIGATION REPORT (AR309A)	01/01/1997	12/31/1998	TO+10	1
O026.	NOTICE OF NOISE COMPLAINT (AR307A)	01/01/2008	12/31/2008	TO+10	2
O034.	SERVICE REQUEST REPORT (AR69A)	01/01/1996	12/31/2007	TO+10	4
O035.	TRAPPING PERMIT (AR74)	01/01/2000	12/31/2009	TO+2	2

Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **111**

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BY (DIV HEAD): _____

BY (DEPT HEAD): Jenny Wata

DATE: 2/12/19

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 2/11/2019

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: ANIMAL SERVICES/HARBOR SHELTER

/DAR/53/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0012.	CITATION BOOK RECORD	01/01/1991	07/30/2004	TO+10	1
0015.	COURT FILES	01/01/1990	05/30/2006	CL+10	3
0021.	INVESTIGATION REPORT (AR46A)	01/01/1990	06/30/2006	TO+10	12
0025.	NOISE INVESTIGATION REPORT (AR309A)	01/01/1990	06/30/2006	TO+10	7
0034.	SERVICE REQUEST REPORT (AR69A)	01/01/1993	06/30/2006	TO+10	4

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

27

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BY (DIV HEAD): _____

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DATE: 2/12/19

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

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BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: ANIMAL SERVICES/WEST VALLEY SHELTER

/DAR/63/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
A036.	DAILY REMITTANCE REPORT (AR29A)	01/14/2013	01/05/2016	AU+2	32
O002.	ANIMAL RELINQUISHMENT/IMPOUND (AR30)	08/01/1970	12/31/1970	TO+2	2
O018.	DRIVER'S DAILY REPORT (AR60)	01/01/2002	12/31/2004	TO+2	2
O021.	INVESTIGATION REPORT (AR-46A)	01/01/1990	12/31/2005	TO+10	33
O025.	NOISE INVESTIGATION REPORT (AR-309A)	01/01/2000	12/31/2005	TO+10	4
O030.	REQUEST FOR COMPLAINT (AR137)	01/01/1999	12/31/2004	TO+10	2

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

75

Minus excluded boxes:
 (Please line out excluded boxes on the form and note box numbers)

32

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43

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BY (DIV HEAD): _____

BY (DEPT HEAD):

Jamy Watson

DATE:

2/12/19