



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] [DAR04 Admn Hearings 229 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

Authorizing Person:

Date Signed:

APPROVE

REJECT

Signature:

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: 5/13/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: ADMINISTRATIVE HEARINGS

/DAR/04/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
A001.	Administrative Hearing Files	1/1/1989	12/1/2008	CL+10	210
A002.	Correspondence and Subject Files	8/1/1988	12/31/2007	TO+10	19

Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 229

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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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 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD): 

BY (DEPT HEAD): 

DATE: **MAY 14 2020**

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/13/2020

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 10

RECORDS OF:		ADMINISTRATIVE HEARINGS			/DAR/04/			
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
A001. /DAR/04/	Administrative Hearing Files Hearing Examiner Card File 1997: Barragan - Velt	CL+10	1/1/1997	12/31/1997			805131	1
A001. /DAR/04/	Administrative Hearing Files Contents: 92206WL - 92243WV	CL+10	1/1/1992	12/31/1992			805139	2
A001. /DAR/04/	Administrative Hearing Files Contents: 93144WL - 93157EV	CL+10	1/1/1993	12/31/1993			805141	3
A001. /DAR/04/	Administrative Hearing Files Hearings 1995: 96025 - 96045	CL+10	1/1/1995	12/31/1995	DO		803483	4
A001. /DAR/04/	Administrative Hearing Files Contents: 92123SC - 92240NC	CL+10	1/1/1992	12/31/1992			805411	5
A001. /DAR/04/	Administrative Hearing Files Hearings 1993: 93096EV - 93110WV	CL+10	1/1/1993	12/31/1993			805416	6
A001. /DAR/04/	Administrative Hearing Files Hearings 1992-1993. 92188WL - 93201NC. [Lid numbered 25, box not numbered0	CL+10	1/1/1992	12/31/1993			807596	7
A001. /DAR/04/	Administrative Hearing Files Mixed Hearings Approx. 92000 - 92663 (non-consecutive and not ordered)	CL+10	1/1/1992	12/31/1992			805659	8
A001. /DAR/04/	Administrative Hearing Files Mixed Hearings 4/22/08 95086EV - 95112NC	CL+10	1/1/1995	12/31/1995			805661	9
A001. /DAR/04/	Administrative Hearing Files Hearings 1993. 93172EV - 93186SC. [Lid numbered 16; no number on box.]	CL+10	1/1/1993	12/31/1993			807303	10
A001. /DAR/04/	Administrative Hearing Files Hearings 1993-1994: 93174SC - 94114EV	CL+10	1/1/1993	12/31/1994			805130	11
A001. /DAR/04/	Administrative Hearing Files Files 91142NC - 93043SC (not in any discernible order)	CL+10	1/1/1991	12/31/1993			805134	12
A001. /DAR/04/	Administrative Hearing Files "Hearings Mixed 4/22/2008" Box labelled "1997"	CL+10	1/1/1995	12/31/1998			805136	13
A001. /DAR/04/	Administrative Hearing Files Contents: 92072WV - 92085WV	CL+10	1/1/1992	12/31/1992			805140	14
A001. /DAR/04/	Administrative Hearing Files Mixed Hearing Files 4/22/98. Hearings 96008HA - 96102NC	CL+10	1/1/1996	12/31/1996			805426	15
A001. /DAR/04/	Administrative Hearing Files Hearings 93069SC - 93064NC	CL+10	1/1/1993	12/31/1993			805428	16
A001. /DAR/04/	Administrative Hearing Files Hearings 1993. 93047ev - 93058ev. [Lid numbered 97, box not numbered)	CL+10	1/1/1993	12/31/1993			807597	17
A001. /DAR/04/	Administrative Hearing Files Hearings 1992. 92192WV - 92198EV.	CL+10	1/1/1992	12/31/1992			807604	18
A001. /DAR/04/	Administrative Hearing Files Hearings 92132HA - 92142EV	CL+10	1/1/1992	12/31/1992			805658	19
A001. /DAR/04/	Administrative Hearing Files Hearings 92258WL - 92269NC	CL+10	1/1/1992	12/31/1992			805660	20
A001. /DAR/04/	Administrative Hearing Files Hearings 94160WV - 95004SC	CL+10	1/1/1994	12/31/1995			805662	21
A001. /DAR/04/	Administrative Hearing Files Hearings 1996: 96076WL - 96090WC.	CL+10	1/1/1996	12/31/1996			807299	22
A001. /DAR/04/	Administrative Hearing Files BD 01248WL OKU, RYAN	CL+10	12/21/2001	3/8/2002	DO	000000001	737281	23
A001. /DAR/04/	Administrative Hearing Files DA-00212 WL. GRAY, JIM	CL+10	1/13/2000	3/8/2000	DO	000000002	737282	24
A001. /DAR/04/	Administrative Hearing Files DA-02249 WL. ISLES, DAVID	CL+10	11/27/2002	4/3/2003	DO	000000003	737283	25

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: 25

Reviewer Initials: Jepw

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/13/2020

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 10

RECORDS OF:		ADMINISTRATIVE HEARINGS			/DAR/04/			
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
A001. /DAR/04/	Administrative Hearing Files DA-01208 SC, HODGINGS, CLAUDE	CL+10	3/8/2001	3/21/2002	DO	00000004 CRC	737284	26
A001. /DAR/04/	Administrative Hearing Files DA-99171 WL, CLAPS, STEVEN	CL+10	8/24/1999	4/13/2000	DO	00000005 CRC	737285	27
A001. /DAR/04/	Administrative Hearing Files DA-02145 WV, LIZAMA, GONZALO	CL+10	9/20/2002	12/14/2003	DO	00000006 CRC	737286	28
A001. /DAR/04/	Administrative Hearing Files DA 00200 WL	CL+10	1/4/2001	11/7/2000	DO	00000007 CRC	737287	29
A001. /DAR/04/	Administrative Hearing Files DA 00200 WL	CL+10	2/1/1990	3/23/1999	DO	00000008 CRC	737288	30
A001. /DAR/04/	Administrative Hearing Files BD - 01207 WL	CL+10	4/19/2000	12/13/2000	DO	00000009 CRC	737289	31
A001. /DAR/04/	Administrative Hearing Files BD - 01231 EV	CL+10	3/29/2002	1/2/2003	DO	00000010 CRC	737290	32
A001. /DAR/04/	Administrative Hearing Files DA - 01101 EV	CL+10	3/15/1992	2/9/2001	DO	00000011 CRC	737291	33
A001. /DAR/04/	Administrative Hearing Files DA - 00022 WL	CL+10	3/16/2000	3/14/2002	DO	00000012 CRC	737292	34
A001. /DAR/04/	Administrative Hearing Files BD - 00128 SC	CL+10	1/29/2001	3/8/2002	DO	00000013 CRC	737293	35
A001. /DAR/04/	Administrative Hearing Files DA - 00300 EV	CL+10	5/23/2000	5/22/2000	DO	00000014 CRC	737294	36
A001. /DAR/04/	Administrative Hearing Files DA - 01230 NC	CL+10	7/16/2001	6/17/2003	DO	00000015 CRC	737295	37
A001. /DAR/04/	Administrative Hearing Files BD - 00133 EV	CL+10	2/6/2001	3/12/2002	DO	00000016 CRC	737296	38
A001. /DAR/04/	Administrative Hearing Files DA - 00333 WL	CL+10	2/1/2001	3/11/2002	DO	00000017 CRC	737297	39
A001. /DAR/04/	Administrative Hearing Files Hearings 1994: 94044EV - 94140SC [Lid numbered 17, no number on box]	CL+10	1/1/1994	12/31/1994		00000017 CRC	807297	40
A001. /DAR/04/	Administrative Hearing Files DB - 00099 HAR	CL+10	2/2/2001	3/14/2002	DO	00000018 CRC	737298	41
A001. /DAR/04/	Administrative Hearing Files Hearings 1994: 94091NC - 94112HA.	CL+10	1/1/1994	12/31/1994	DO	00000018 CRC	809078	42
A001. /DAR/04/	Administrative Hearing Files BD - 00205 NC	CL+10	1/4/2001	3/14/2002	DO	00000019 CRC	737299	43
A001. /DAR/04/	Administrative Hearing Files Hearings 1993: 93008WL - 93022WL	CL+10	1/1/1993	12/31/1993	DO	00000019 CRC	803114	44
A001. /DAR/04/	Administrative Hearing Files Hearings 1993: 93023EV - 93033EV	CL+10	1/1/1993	12/31/1993	DO	00000020 CRC	803488	45
A001. /DAR/04/	Administrative Hearing Files DA - 00307 EV	CL+10	5/23/2000	12/5/2000	DO	00000020 CRC	737301	46
A001. /DAR/04/	Administrative Hearing Files Hearings 1992: 92155SC - 92172NC	CL+10	1/1/1992	12/31/1992	DO	00000021 CRC	803106	47
A001. /DAR/04/	Administrative Hearing Files BD - 00075 SC	CL+10	2/2/2001	4/30/2002	DO	00000021 CRC	737302	48
A001. /DAR/04/	Administrative Hearing Files Hearings 1992: 92226SC - 92270SC	CL+10	1/1/1992	12/31/1992	DO	00000022 CRC	803110	49
A001. /DAR/04/	Administrative Hearing Files BD - 00020 WV	CL+10	3/21/2000	12/20/2000	DO	00000022 CRC	737303	50

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Number Boxes to be Destroyed This Page: 25

Reviewer Initials: Jepw

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/13/2020

BOX LISTING BY RECORD SERIES:

Box List Page 3 of 10

RECORDS OF: ADMINISTRATIVE HEARINGS				/DAR/04/			
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
A001. /DAR/04/	Administrative Hearing Files DA - 97192 WL	CL+10	3/11/1999 1/29/2002	DO	000000023	737304	51
A001. /DAR/04/	Administrative Hearing Files Hearings 1989. 89445NC - 89459WL. [Lid numbered 10; box is numbered 23.]	CL+10	1/1/1989 12/31/1989		000000023	807304	52
A001. /DAR/04/	Administrative Hearing Files Hearings 1994. 94074WL - 94090WL. [Lid numbered 90; no number on box.]	CL+10	1/1/1994 12/31/1994		000000024	807301	53
A001. /DAR/04/	Administrative Hearing Files BD - 00052 NC	CL+10	9/8/2000 3/11/2002	DO	000000024	737305	54
A001. /DAR/04/	Administrative Hearing Files Hearings 1992: 92100EV - 92116WV. [Lid numbered 24; no number on box.]	CL+10	1/1/1992 12/31/1992		000000024	807300	55
A001. /DAR/04/	Administrative Hearing Files BD - 00079 WL	CL+10	1/19/2001 1/23/2002	DO	000000025	737306	56
A001. /DAR/04/	Administrative Hearing Files BD - 00129 NC	CL+10	1/25/2001 3/8/2002	DO	000000026	737307	57
A001. /DAR/04/	Administrative Hearing Files Hearings 1992: 92191WV - 92225SC	CL+10	1/1/1992 12/31/1992	DO	000000027	803115	58
A001. /DAR/04/	Administrative Hearing Files DA - 02206 NC	CL+10	4/19/2002 7/28/2002	DO	000000027	737308	59
A001. /DAR/04/	Administrative Hearing Files Hearings 1990-1992: Approx 90572WL - 92266WL	CL+10	1/1/1990 12/31/1992	DO	000000028	803100	60
A001. /DAR/04/	Administrative Hearing Files BD - 02148 WV	CL+10	8/22/2002 4/3/2003	DO	000000028	737309	61
A001. /DAR/04/	Administrative Hearing Files Hearings 1993: 93072HA - 93082WV	CL+10	1/1/1993 12/31/1993	DO	000000029	803093	62
A001. /DAR/04/	Administrative Hearing Files BD - 99021 WV	CL+10	7/1/1999 12/5/2000	DO	000000029	737310	63
A001. /DAR/04/	Administrative Hearing Files DA - 01149 WV	CL+10	12/20/2001 8/20/2002	DO	000000030	737311	64
A001. /DAR/04/	Administrative Hearing Files Hearings 1992: 92002SC - 92020WV. [Lid numbered 30, no number on box.]	CL+10	1/1/1992 12/31/1992		000000030	807307	65
A001. /DAR/04/	Administrative Hearing Files BD - 01110 EV	CL+10	7/16/2001 1/2/2003	DO	000000031	737312	66
A001. /DAR/04/	Administrative Hearing Files BD - 02270 SC	CL+10	4/7/2003 6/5/2003	DO	000000032	737313	67
A001. /DAR/04/	Administrative Hearing Files BD - 02191 SC	CL+10	2/4/2003 6/16/2003	DO	000000033	737314	68
A001. /DAR/04/	Administrative Hearing Files DA - 02143 WV	CL+10	10/9/2002 5/7/2003	DO	000000034	737315	69
A001. /DAR/04/	Administrative Hearing Files DA - 00002 WL	CL+10	1/20/2000 12/17/2000	DO	000000035	737316	70
A001. /DAR/04/	Administrative Hearing Files Hearings 1992-1993: D.A. Hearing Case Folders # 18 - 26 (Each folder contains multiple hearings files. Exan	CL+10	1/1/1992 12/31/1993	DO	000000035	803088	71
A001. /DAR/04/	Administrative Hearing Files DA - 00011 SC	CL+10	3/3/2000 12/5/2000	DO	000000036	737317	72
A001. /DAR/04/	Administrative Hearing Files BD - 00097 WL	CL+10	5/23/2000 3/11/2002	DO	000000037	737318	73
A001. /DAR/04/	Administrative Hearing Files DA - 02102 WV	CL+10	2/26/2002 11/7/2002	DO	000000038	737319	74
A001. /DAR/04/	Administrative Hearing Files BD - 99215 WV	CL+10	1/4/2000 11/14/2000	DO	000000039	737320	75

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: 25

Reviewer Initials: Jgw

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/13/2020

BOX LISTING BY RECORD SERIES:

Box List Page 4 of 10

RECORDS OF: ADMINISTRATIVE HEARINGS				/DAR/04/				
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
A001. /DAR/04/	Administrative Hearing Files DA - 99005 EV	CL+10	2/8/1999	7/5/2000	DO	000000040	737321	76
A001. /DAR/04/	Administrative Hearing Files DA - 99029 EV	CL+10	2/8/1999	4/17/2000	DO	000000041	737322	77
A001. /DAR/04/	Administrative Hearing Files BD - 99149 EV	CL+10	4/20/1999	11/8/1999	DO	000000042	737323	78
A001. /DAR/04/	Administrative Hearing Files Hearings 1997: 97093EV - 97111WV	CL+10	1/1/1997	12/31/1997	DO	000000042	803111	79
A001. /DAR/04/	Administrative Hearing Files BD - 01241 NC	CL+10	1/13/1994	1/18/2001	DO	000000043	737324	80
A001. /DAR/04/	Administrative Hearing Files Hearings 1993: 93034WL - 93045WV	CL+10	1/1/1993	12/31/1993	DO	000000044	803108	81
A001. /DAR/04/	Administrative Hearing Files DA - 02211 SC	CL+10	5/10/2002	7/28/2002	DO	000000044	737325	82
A001. /DAR/04/	Administrative Hearing Files DA - 00019 WV	CL+10	3/14/2000	12/20/2000	DO	000000045	737326	83
A001. /DAR/04/	Administrative Hearing Files DA - 99192 NC	CL+10	9/21/1999	1/3/2000	DO	000000046	737327	84
A001. /DAR/04/	Administrative Hearing Files DA - 99040 HA	CL+10	4/5/1999	3/2/2003	DO	000000047	737328	85
A001. /DAR/04/	Administrative Hearing Files DA - 99040 HA	CL+10	2/15/1999	10/3/1999	DO	000000048	737329	86
A001. /DAR/04/	Administrative Hearing Files DA - 99002 EV	CL+10	1/25/1999	8/30/1999	DO	000000049	737330	87
A001. /DAR/04/	Administrative Hearing Files BD - 90059 WV	CL+10	5/7/1999	9/20/1999	DO	000000050	737331	88
A001. /DAR/04/	Administrative Hearing Files Hearings 1995: 95006HA - 95029EV	CL+10	1/1/1995	12/31/1995	DO	000000051	803097	89
A001. /DAR/04/	Administrative Hearing Files BD - 99178 EV	CL+10	11/9/1999	4/17/2000	DO	000000051	737332	90
A001. /DAR/04/	Administrative Hearing Files Hearings 1995: 95154SC - 95164NC	CL+10	1/1/1995	12/31/1995	DO	000000052	803099	91
A001. /DAR/04/	Administrative Hearing Files BD - 99054 WV	CL+10	4/27/1999	4/17/2000	DO	000000052	737333	92
A001. /DAR/04/	Administrative Hearing Files Hearings 1996: 96157EV	CL+10	1/1/1996	12/31/1996	DO	000000053	803487	93
A001. /DAR/04/	Administrative Hearing Files BD - 98197 NC	CL+10	9/8/1998	8/4/1999	DO	000000053	737334	94
A001. /DAR/04/	Administrative Hearing Files DA - 99085 SC	CL+10	6/15/1999	11/23/1999	DO	000000054	737335	95
A001. /DAR/04/	Administrative Hearing Files DA - 99106 WV	CL+10	4/16/1999	5/29/2000	DO	000000055	737336	96
A001. /DAR/04/	Administrative Hearing Files DA - 99238 WV	CL+10	1/4/2000	5/29/2000	DO	000000056	737337	97
A001. /DAR/04/	Administrative Hearing Files Hearings 92021WV - 92034EV. 2003 M-Z	CL+10	1/1/1992	12/31/1992		000000056	805425	98
A001. /DAR/04/	Administrative Hearing Files Hearings 1997: 97149SC - 97167NC	CL+10	1/1/1997	12/31/1997	DO	000000057	803113	99
A001. /DAR/04/	Administrative Hearing Files BD - 99227 NC	CL+10	11/24/1999	3/20/2000	DO	000000057	737338	100

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: 25

Reviewer Initials: *[Signature]*

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF:		ADMINISTRATIVE HEARINGS				/DAR/04/		
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
A001. /DAR/04/	Administrative Hearing Files Contents: 92036EV - 92056SC	CL+10	1/1/1992	12/31/1992		000000057 CRC	805144	101
A001. /DAR/04/	Administrative Hearing Files BD - 98123 SC	CL+10	6/26/1998	8/13/2000	DO	000000058 CRC	737339	102
A001. /DAR/04/	Administrative Hearing Files Hearings 1996: 95072 - 95085	CL+10	1/1/1996	12/31/1996	DO	000000059 CRC	803484	103
A001. /DAR/04/	Administrative Hearing Files BD - 99255 NC	CL+10	12/13/1999	5/22/2000	DO	000000059 CRC	737340	104
A001. /DAR/04/	Administrative Hearing Files BD - 99254 WL	CL+10	3/14/2000	7/24/2003	DO	000000060 CRC	737341	105
A001. /DAR/04/	Administrative Hearing Files Hearings 1997: 97001HA - 97028EV	CL+10	1/1/1997	12/31/1997	DO	000000061 CRC	803105	106
A001. /DAR/04/	Administrative Hearing Files BD - 99090 EV	CL+10	6/24/1999	8/6/1999	DO	000000061 CRC	737342	107
A001. /DAR/04/	Administrative Hearing Files BD - 00095 NC	CL+10	1/4/2001	1/2/2002	DO	000000062 CRC	737343	108
A001. /DAR/04/	Administrative Hearing Files BD - 00125 EV	CL+10	2/6/2001	1/12/2003	DO	000000063 CRC	737344	109
A001. /DAR/04/	Administrative Hearing Files BD - 98197 NC	CL+10	9/4/1998	4/9/2000	DO	000000064 CRC	737345	110
A001. /DAR/04/	Administrative Hearing Files BD - 02186 WL	CL+10	1/13/2003	5/15/2003	DO	000000065 CRC	737346	111
A001. /DAR/04/	Administrative Hearing Files Hearings 1996: Actual contents: 96058EV - 96075WL	CL+10	1/1/1996	12/31/1996	DO	000000065 CRC	803116	112
A001. /DAR/04/	Administrative Hearing Files DA - 94019 SC	CL+10	6/10/1994	7/26/2005	DO	000000066 CRC	737347	113
A001. /DAR/04/	Administrative Hearing Files DA - 99089 WV	CL+10	4/27/1999	11/23/1999	DO	000000067 CRC	737348	114
A001. /DAR/04/	Administrative Hearing Files Hearings 1996: 96005NC - 96030NC	CL+10	1/1/1996	12/31/1996	DO	000000067 CRC	803104	115
A001. /DAR/04/	Administrative Hearing Files BD - 02163 WL	CL+10	9/20/2002	2/7/2003	DO	000000068 CRC	737349	116
A001. /DAR/04/	Administrative Hearing Files DA - 02209 NC	CL+10	4/24/2002	6/3/2003	DO	000000069 CRC	737350	117
A001. /DAR/04/	Administrative Hearing Files Hearings 1997: 97029EV - 97046NC	CL+10	1/1/1997	12/31/1997	DO	000000070 CRC	803109	118
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	3/10/2005	4/27/2005	DO	000000074 CRC	737749	119
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	4/28/2005	7/27/2005	DO	000000075 CRC	737750	120
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	8/15/2005	12/3/2005	DO	000000076 CRC	737751	121
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	12/15/2005	3/3/2006	DO	000000077 CRC	737752	122
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	4/1/2005	6/29/2006	DO	000000078 CRC	737753	123
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	6/7/2005	1/31/2006	DO	000000079 CRC	737754	124
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	9/19/2005	9/22/2006	DO	000000080 CRC	737755	125

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Number Boxes to be Destroyed This Page: 25

Reviewer Initials: Jeyu

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF:		ADMINISTRATIVE HEARINGS	/DAR/04/					
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
A001. /DAR/04/	Administrative Hearing Files Hearings 1993: 93206NC - 93214WV	CL+10	1/1/1993	12/31/1993	DO	000000081	803089	126
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	10/26/2005	3/11/2006	DO	000000081	737756	127
A001. /DAR/04/	Administrative Hearing Files Hearings 1994: 94048EV - 94059NC	CL+10	1/1/1994	12/31/1994	DO	000000082	803094	128
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	12/15/2005	3/31/2006	DO	000000082	737757	129
A001. /DAR/04/	Administrative Hearing Files Hearings 1994: 94023EV - 94033WV	CL+10	1/1/1994	12/31/1994	DO	000000083	803102	130
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	2/9/2006	5/6/2006	DO	000000083	737758	131
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	3/20/2006	5/2/2007	DO	000000084	737759	132
A001. /DAR/04/	Administrative Hearing Files Files 93124SC - 93143HA	CL+10	1/1/1993	12/31/1993		000000085	805135	133
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	4/27/2006	6/18/2007	DO	000000085	737760	134
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	4/25/2006	10/5/2006	DO	000000086	737761	135
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	8/22/2006	1/2/2008	DO	000000087	737762	136
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	8/23/2006	6/14/2007	DO	000000088	737763	137
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	11/10/2006	4/4/2007	DO	000000089	737764	138
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	4/28/2005	11/26/2005	DO	000000090	737765	139
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	10/28/2005	2/23/2006	DO	000000091	737766	140
A001. /DAR/04/	Administrative Hearing Files Hearings 1993-1994: 93233WV - 94006WV	CL+10	1/1/1993	12/31/1994		000000092	805417	141
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	3/10/2005	6/9/2006	DO	000000092	737767	142
A001. /DAR/04/	Administrative Hearing Files Hearings 1994. 94009NC - 94020NC. [Lid numbered 4, box numbered 93]	CL+10	1/1/1994	12/31/1994		000000093	807593	143
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	3/4/2006	3/6/2007	DO	000000093	737768	144
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	4/28/2006	12/5/2006	DO	000000094	737769	145
A001. /DAR/04/	Administrative Hearing Files Hearings 1994. 94035WV - 94047SC. [Lid numbered 89, box numbered 95.]	CL+10	1/1/1994	12/31/1994		000000095	807591	146
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	5/6/2006	6/19/2007	DO	000000095	737770	147
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	8/19/2006	11/30/2006	DO	000000096	737771	148
A001. /DAR/04/	Administrative Hearing Files Hearings 94065WL - 94073WV	CL+10	1/1/1994	12/31/1994		000000097	805427	149
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	11/29/2006	8/13/2007	DO	000000097	737772	150

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF: ADMINISTRATIVE HEARINGS

/DAR/04/

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
A001. /DAR/04/	Administrative Hearing Files Hearings 1991: 91173EV - 93012NC. [folders contain no audio or video tapes] [Lid numbered 98; no number	CL+10	1/1/1991	12/31/1991		000000098 CRC	807306	151
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	3/4/2006	3/23/2007	DO	000000098 CRC	737773	152
A001. /DAR/04/	Administrative Hearing Files Hearings 1993: 93205NC - 93120WL	CL+10	1/1/1993	12/31/1993	DO	000000100 CRC	803090	153
A001. /DAR/04/	Administrative Hearing Files Hearings 1992: 92086SC - 92098SC	CL+10	1/1/1992	12/31/1992	DO	000000101 CRC	803103	154
A001. /DAR/04/	Administrative Hearing Files Hearings 1992: 92175NC - 92205WL	CL+10	1/1/1992	12/31/1992	DO	000000102 CRC	803107	155
A001. /DAR/04/	Administrative Hearing Files Hearings 1992: Approx 92041SC - 93086SC (non-consecutive)	CL+10	1/1/1992	12/31/1992	DO	000000103 CRC	803101	156
A001. /DAR/04/	Administrative Hearing Files Hearings 1992: 92143NC - 92153EV	CL+10	1/1/1992	12/31/1992	DO	000000104 CRC	803096	157
A001. /DAR/04/	Administrative Hearing Files Contents: 95099NC - 95010WL; Box labelled 95001 - 95013.	CL+10	1/1/1995	12/31/1998		000000105 CRC	805138	158
A001. /DAR/04/	Administrative Hearing Files Hearings 1992: 92020WV - 92271HA	CL+10	1/1/1992	12/31/1992	DO	000000106 CRC	803092	159
A001. /DAR/04/	Administrative Hearing Files Hearings 1995: 95100WV - 95158WV	CL+10	1/1/1995	12/31/1995	DO	000000106 CRC	803489	160
A001. /DAR/04/	Administrative Hearing Files Hearings 1993: 93111WV - 93123WL	CL+10	1/1/1993	12/31/1993	DO	000000107 CRC	803112	161
A001. /DAR/04/	Administrative Hearing Files Hearings 1995: 95051WV - 95071SC	CL+10	1/1/1995	12/31/1995	DO	000000109 CRC	803490	162
A001. /DAR/04/	Administrative Hearing Files Hearings 1996: 96031NC - 96056NC	CL+10	1/1/1996	12/31/1996	DO	000000109 CRC	803492	163
A001. /DAR/04/	Administrative Hearing Files Hearings 1993: 93083WV - 93093EV	CL+10	1/1/1993	12/31/1993	DO	000000109 CRC	803095	164
A001. /DAR/04/	Administrative Hearing Files Hearings 1995. 95085HA - 95132HA. [Lid numbered 77, box numbered 110	CL+10	1/1/1995	12/31/1995		000000110 CRC	807594	165
A001. /DAR/04/	Administrative Hearing Files Hearings 1993: 93158EV - 93171WL	CL+10	1/1/1993	12/31/1993	DO	000000110 CRC	803098	166
A001. /DAR/04/	Administrative Hearing Files Hearings 1992: 92062WL - 92071EV	CL+10	1/1/1992	12/31/1992	DO	000000111 CRC	803087	167
A001. /DAR/04/	Administrative Hearing Files On box: Hearings 1996: #95125 - 95136.	CL+10	1/1/1996	12/31/1996	DO	000000112	803091	168
A001. /DAR/04/	Administrative Hearing Files Hearings 1996: 996092EV - 96109WL	CL+10	1/1/1996	12/31/1996	DO	000000112 CRC	803493	169
A001. /DAR/04/	Administrative Hearing Files 1995 files: 95044EV - 95153EV	CL+10	1/1/1995	12/31/1995		000000113 CRC	805133	170
A001. /DAR/04/	Administrative Hearing Files Contents: 96111EV - 96162EV	CL+10	1/1/1996	12/31/1996		000000113 CRC	805142	171
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	3/2/2001	1/18/2006	DO	000000114 CRC	737774	172
A001. /DAR/04/	Administrative Hearing Files HEARING FILES - CHECK ORIGINAL TRANSFER FOR LIST OF FILES	CL+10	3/16/2004	3/11/2005	DO	000000115 CRC	737775	173
A001. /DAR/04/	Administrative Hearing Files Hearing files. 1996-1997, no discernible order	CL+10	1/1/1995	12/31/1998		000000116 CRC	805137	174
A001. /DAR/04/	Administrative Hearing Files Box lid has #49. Box labelled 1996.	CL+10	1/1/1997	12/31/1997	DO	000000119 CRC	805128	175

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF:		ADMINISTRATIVE HEARINGS			/DAR/04/			
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
A001. /DAR/04/	Administrative Hearing Files Box lid has #47. Box labelled 1997.	CL+10	1/1/1997	12/31/1997	DO	000000120	805129	176
A001. /DAR/04/	Administrative Hearing Files Hearings 1997: 97113WV - 97128WL	CL+10	1/1/1997	12/31/1997	DO	000000122	803486	177
A001. /DAR/04/	Administrative Hearing Files Hearings 1997: 97129WL - 97147WV. [Lid numbered 60; box is numbered 123.]	CL+10	1/1/1997	12/31/1997		000000123	807305	178
A001. /DAR/04/	Administrative Hearing Files Hearings 1997: 97168NC - 97186EV	CL+10	1/1/1997	12/31/1997	DO	000000125	803494	179
A001. /DAR/04/	Administrative Hearing Files Hearings 1997: 97187WL - 97206EVV	CL+10	1/1/1997	12/31/1997		000000126	805415	180
A001. /DAR/04/	Administrative Hearing Files Hearings 1997: 97209HA - 97223WL	CL+10	1/1/1997	12/31/1997	DO	000000127	803485	181
A001. /DAR/04/	Administrative Hearing Files Hearings 1998: 98002WL - 98018WC	CL+10	1/1/1998	12/31/1998		000000128	805127	182
A001. /DAR/04/	Administrative Hearing Files 98020NC - 98041WL	CL+10	1/1/1997	12/31/1997		000000129	805132	183
A001. /DAR/04/	Administrative Hearing Files Hearings 1998: 98042WL - 98056WL. [Lid numbered 7, box numbered 130]	CL+10	1/1/1998	12/31/1998		000000130	807592	184
A001. /DAR/04/	Administrative Hearing Files Hearings 98058WL - 98073NC	CL+10	1/1/1998	12/31/1998		000000131	805423	185
A001. /DAR/04/	Administrative Hearing Files Hearings 1998: 98074EV - 98093SC	CL+10	1/1/1998	12/31/1998		000000132	805420	186
A001. /DAR/04/	Administrative Hearing Files Hearings 1998: 98095NC - 98109WL. Also 97224EV. [Lid numbered 1, box numbered 133.]	CL+10	1/1/1998	12/31/1998		000000133	807598	187
A001. /DAR/04/	Administrative Hearing Files Contents: 98111EV - 98122NC	CL+10	1/1/1998	12/31/1998		000000134	805409	188
A001. /DAR/04/	Administrative Hearing Files Contents: 93215EV - 93232EV	CL+10	1/1/1993	12/31/1993		000000134	805410	189
A001. /DAR/04/	Administrative Hearing Files Hearings 1998: 98124WC - 98141WL	CL+10	1/1/1998	12/31/1998		000000135	805419	190
A001. /DAR/04/	Administrative Hearing Files Hearings 98143NC - 98159WV	CL+10	1/1/1998	12/31/1998		000000136	805424	191
A001. /DAR/04/	Administrative Hearing Files Mixed Hearings 4/22/1998: 98160WL - 98196WL	CL+10	1/1/1998	12/31/1998		000000138	805422	192
A001. /DAR/04/	Administrative Hearing Files Hearings 1998: 98172NC - 98196WL	CL+10	1/1/1998	12/31/1998		000000138	805421	193
A001. /DAR/04/	Administrative Hearing Files Contents: Hearing Mixed 4/22/08, 1998-1999: 98221WL - 98230HA	CL+10	4/22/2008	4/22/2008		000000140	805412	194
A001. /DAR/04/	Administrative Hearing Files Hearings 1998: 98149WL - 98188WL	CL+10	1/1/1998	12/31/1998	DO	000000149	803491	195
A001. /DAR/04/	Administrative Hearing Files Contents: Hearing Mixed 4/22/08: 98215WL - 98239NC	CL+10	1/1/1998	12/31/1998		000000151	805143	196
A001. /DAR/04/	Administrative Hearing Files Hearings 98260WV - 98266SC	CL+10	1/1/1998	12/31/1998		000000153	805657	197
A001. /DAR/04/	Administrative Hearing Files Hearings 1996: 96138WV. Hearings 1998: 98240NC - 98254WL. [Lid numbered 5, #154 on box]	CL+10	1/1/1996	12/31/1998		000000154	807298	198
A001. /DAR/04/	Administrative Hearing Files ADMINISTRATIVE HEARINGS FILES	CL+10	11/10/2007	12/29/2007	DO	000000172	775774	199
A001. /DAR/04/	Administrative Hearing Files ADMINISTRATIVE HEARINGS FILES	CL+10	1/29/2008	3/7/2008	DO	000000173	775775	200

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF: ADMINISTRATIVE HEARINGS				/DAR/04/				
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
A001. /DAR/04/	Administrative Hearing Files ADMINISTRATIVE HEARINGS FILES	CL+10	11/14/2007	1/31/2008	DO	000000174 CRC	775776	201
A001. /DAR/04/	Administrative Hearing Files ADMINISTRATIVE HEARINGS FILES	CL+10	5/9/2008	7/1/2008	DO	000000175 CRC	775777	202
A001. /DAR/04/	Administrative Hearing Files ADMINISTRATIVE HEARINGS FILES	CL+10	1/9/2008	7/10/2008	DO	000000176 CRC	775778	203
A001. /DAR/04/	Administrative Hearing Files ADMINISTRATIVE HEARINGS FILES	CL+10	7/12/2008	7/29/2008	DO	000000177 CRC	775779	204
A001. /DAR/04/	Administrative Hearing Files ADMINISTRATIVE HEARINGS FILES	CL+10	7/18/2008	12/1/2008	DO	000000178 CRC	775780	205
A001. /DAR/04/	Administrative Hearing Files ADMINISTRATIVE HEARINGS FILES	CL+10	11/18/2007	12/14/2007	DO	000000179 CRC	775781	206
A001. /DAR/04/	Administrative Hearing Files ADMINISTRATIVE HEARINGS FILES	CL+10	1/24/2008	4/15/2008	DO	000000180 CRC	775782	207
A001. /DAR/04/	Administrative Hearing Files ADMINISTRATIVE HEARINGS FILES	CL+10	4/15/2008	7/12/2008	DO	000000181 CRC	775783	208
A001. /DAR/04/	Administrative Hearing Files ADMINISTRATIVE HEARINGS FILES	CL+10	12/8/2003	6/1/2004	DO	000000182 CRC	775784	209
A001. /DAR/04/	Administrative Hearing Files Contents: 04601WV - BD05110EV	CL+10	3/1/2004	8/31/2004		000004NCBD CRC	805414	210
A002. /DAR/04/	Correspondence and Subject Files B&D: Barking and Dangerous files.	TO+10	8/1/1988	12/31/1992	DO		805750	211
A002. /DAR/04/	Correspondence and Subject Files CHRON FILES	TO+10	1/1/2000	12/31/2000	DO	000000070 CRC	737745	212
A002. /DAR/04/	Correspondence and Subject Files CHRON FILES	TO+10	1/1/2001	12/31/2001	DO	000000071 CRC	737746	213
A002. /DAR/04/	Correspondence and Subject Files CHRON FILES	TO+10	1/1/2002	12/31/2002	DO	000000072 CRC	737747	214
A002. /DAR/04/	Correspondence and Subject Files CHRON FILES	TO+10	1/1/2003	12/31/2003	DO	000000073 CRC	737748	215
A002. /DAR/04/	Correspondence and Subject Files CORRESPONDENCE AND SUBJECT FILE	TO+10	1/1/2004	5/31/2005	DO	000000183 CRC	775785	216
A002. /DAR/04/	Correspondence and Subject Files CORRESPONDENCE AND SUBJECT FILE	TO+10	6/1/2005	12/31/2006	DO	000000184 CRC	775786	217
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A002. /DAR/04/	Correspondence and Subject Files CORRESPONDENCE AND SUBJECT FILE	TO+10	7/1/1999	6/30/2000	DO	000000188 CRC	775790	221
A002. /DAR/04/	Correspondence and Subject Files CORRESPONDENCE AND SUBJECT FILE	TO+10	7/1/2000	6/30/2001	DO	000000189 CRC	775791	222
A002. /DAR/04/	Correspondence and Subject Files CORRESPONDENCE AND SUBJECT FILE	TO+10	7/1/2001	6/30/2002	DO	000000190 CRC	775792	223
A002. /DAR/04/	Correspondence and Subject Files CORRESPONDENCE AND SUBJECT FILE	TO+10	7/1/2001	6/30/2002	DO	000000191 CRC	775793	224
A002. /DAR/04/	Correspondence and Subject Files CORRESPONDENCE AND SUBJECT FILE	TO+10	7/1/2001	6/30/2002	DO	000000192 CRC	775794	225

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/13/2020

BOX LISTING BY RECORD SERIES:

Box List Page 10 of 10

RECORDS OF: ADMINISTRATIVE HEARINGS

/DAR/04/

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
A002. /DAR/04/	Correspondence and Subject Files CORRESPONDENCE AND SUBJECT FILE	TO+10	7/1/2002	6/30/2003	DO	000000193	775795	226
A002. /DAR/04/	Correspondence and Subject Files CORRESPONDENCE AND SUBJECT FILE	TO+10	7/1/2002	6/30/2003	DO	000000194	775796	227
A002. /DAR/04/	Correspondence and Subject Files CORRESPONDENCE AND SUBJECT FILE	TO+10	7/1/2003	6/30/2004	DO	000000195	775797	228
A002. /DAR/04/	Correspondence and Subject Files CORRESPONDENCE AND SUBJECT FILE	TO+10	7/1/2003	6/30/2005	DO	000000196	775798	229

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

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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
 RECORD TYPES MC=MICROFICHE MF=MICORFILM PH=PHOTO NG=NEGATIVE OD=OVESIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS
 V=VITAL H=HISTORICAL C=CONFIDNETIAL L=LEGAL

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