



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] [DAR63 West Valleyt Shelter 32 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 knowlege 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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: 5/13/2020

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)	1/14/2013	1/5/2016	AU+2	32

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

32

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

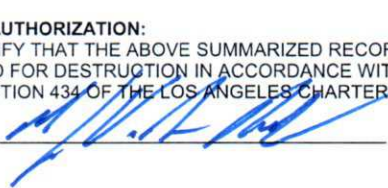
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Instructions to Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be lined out on the page and the total at the bottom of the page and on this summary page 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 2

RECORDS OF: ANIMAL SERVICES/WEST VALLEY SHELTER

/DAR/63/

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
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	1/14/2013	2/14/2013	WV000001D CRC		832339	1
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	2/15/2013	3/13/2013	WV000002D CRC		832340	2
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	5/11/2013	6/7/2013	WV000003D CRC		832341	3
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	10/16/2013	11/10/2013	WV000004D CRC		832342	4
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	12/11/2013	1/6/2014	WV000005D CRC		832343	5
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	1/7/2014	2/1/2014	WV000006D CRC		832344	6
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	2/2/2014	2/28/2014	WV000007D CRC		832345	7
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	3/29/2014	4/22/2014	WV000008D CRC		832346	8
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	4/23/2014	5/16/2014	WV000009D CRC		832347	9
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	5/17/2014	6/6/2014	WV000010D CRC		832348	10
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	7/1/2014	7/23/2014	WV000011D CRC		832349	11
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	7/24/2014	8/17/2014	WV000012D CRC		832350	12
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	8/18/2014	9/12/2014	WV000013D CRC		832351	13
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	9/13/2014	10/9/2014	WV000014D CRC		832352	14
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	10/10/2014	11/5/2014	WV000015D CRC		832353	15
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	11/6/2014	11/30/2014	WV000016D CRC		832354	16
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	12/1/2014	12/28/2014	WV000017D CRC		832355	17
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	12/29/2014	1/23/2015	WV000018D CRC		832356	18
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	1/24/2015	2/15/2015	WV000019D CRC		832357	19
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	2/17/2015	3/13/2015	WV000020D CRC		832358	20
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	3/15/2015	4/8/2015	WV000021D CRC		832359	21
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	4/9/2015	5/2/2015	WV000022D CRC		832360	22
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	5/3/2015	5/29/2015	WV000023D CRC		832361	23
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	5/30/2015	6/20/2015	WV000024D CRC		832362	24
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	6/21/2015	7/11/2015	WV000025D CRC		832363	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 2

RECORDS OF: ANIMAL SERVICES/WEST VALLEY SHELTER

/DAR/63/

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
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	7/12/2015	8/2/2015	WV000026D CRC	832364	26	
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	8/3/2015	8/22/2015	WV000027D CRC	832365	27	
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	8/23/2015	9/18/2015	WV000028D CRC	832366	28	
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	9/19/2015	10/15/2015	WV000029D CRC	832367	29	
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	10/16/2015	11/10/2015	WV000030D CRC	832368	30	
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	11/11/2015	12/8/2015	WV000031D CRC	832369	31	
A036. /DAR/63/	DAILY REMITTANCE REPORT (AR29A) DAILY REMITTANCE REPORT	AU+2	12/9/2015	1/5/2016	WV000032D CRC	832370	32	

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

32

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=CONFIDNETIAL 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: 7

Reviewer Initials: *Jpw*