

CITY OF LOS ANGELES
NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

RECORDS OF: LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY
RESEARCH AND DEVELOPMENT DIVISION (BAS/37)

QUANTITY: 46 Boxes

RECORDS

DATED: 1961 – 2004
46 boxes of Research Report Files, as indicated in the attached report from the Department of Building and Safety.

AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

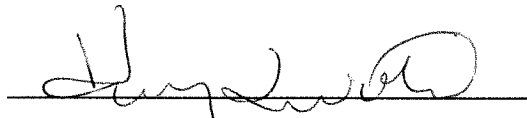
Frank Bush

March 1, 2016

(signature located in attached report from LACERS)

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.



Holly L. Wolcott, City Clerk

4/2/2016

Date

DATE OF

NOTIFICATION: April 7, 2016 (Records will be held for 60 days from this date)

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending: **2004**

Records of Building and Safety/Permit and Engineering Bureau (Department/Bureau) Research & Development Division (Division) (Unit)

Location of Records 201 N. Figueroa St., Ste 880 Records Retention Schedule No. BAS 37 Original Records Duplicate Records

Item #	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0007	RESEARCH REPORT FILES			5 YRS	2/24/61	8/1/04		46 Boxes

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

By *Quinn Stevenson* Division Head *Ben* Department Head Date 03/31/2010 Page 1 of Pages

Retention Code: A=Audit AR=Annual Review C=Closed or Completion E=Expiration P=Permanent S=Superseded T=Termination
 (FORM 48, FRM)

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 Date 3/31/2016

Records of Department/Bureau Building and Safety
Research and Development Division

Records Dated 02/24/1961 – 08/01/2004