



# 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]  [BAS11 0224 Exec Ofc 9 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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: 2/15/2019

**BOX SUMMARY BY RECORD SERIES:**

Summary Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/EXECUTIVE OFFICE

/BAS/11/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O002.	CORRESPONDENCE & SUBJECT FILES (SUPERINTENDEN	01/01/1970	12/31/2002	TO+13	8
X001.	BUILDING & SAFETY COUNCIL FILES	06/07/1988	07/29/1988	AR+10	1

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

9

Minus excluded boxes:

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

9

**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 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD):



BY (DEPT HEAD):



DATE:

10/10/2019

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

Date: 2/15/2019

**BOX LISTING BY RECORD SERIES:**

Box List Page 1 of 1

RECORDS OF:		BUILDING AND SAFETY/EXECUTIVE OFFICE				/BAS/11/		
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
O002. /BAS/11/	<b>CORRESPONDENCE &amp; SUBJECT FILES (SUPERINTEN</b> Subject Files: S89.201.2 to S89.1501	TO+13	01/01/1989	12/31/1989		000000021 CRC	810285	1
O002. /BAS/11/	<b>CORRESPONDENCE &amp; SUBJECT FILES (SUPERINTEN</b> Subject Files: S89.1502 to S89.2612	TO+13	01/01/1989	12/31/1989		000000022 CRC	810286	2
O002. /BAS/11/	<b>CORRESPONDENCE &amp; SUBJECT FILES (SUPERINTEN</b> Public Works CICED [City Interdepartmental Committee for Economic Development] Cases, 1970-1984.	TO+13	01/01/1970	12/31/1984		000000027 CRC	813107	3
O002. /BAS/11/	<b>CORRESPONDENCE &amp; SUBJECT FILES (SUPERINTEN</b> Mayor's Water Conservation/Sewage Reduction Plan	TO+13	01/01/1982	12/31/1995		000000071 CRC	710903	4
O002. /BAS/11/	<b>CORRESPONDENCE &amp; SUBJECT FILES (SUPERINTEN</b> 1996 Different Southern California Cities Municipal Codes -	TO+13	01/01/1996	12/31/1996		000000083 CRC	712043	5
O002. /BAS/11/	<b>CORRESPONDENCE &amp; SUBJECT FILES (SUPERINTEN</b> Amendments to Los Angeles Uniform Building Code	TO+13	01/01/1998	12/31/1999		000000084 CRC	712044	6
O002. /BAS/11/	<b>CORRESPONDENCE &amp; SUBJECT FILES (SUPERINTEN</b> Emergency Operations Master Plan & Disaster Files	TO+13	01/01/1976	12/31/2001		000000085 CRC	712045	7
O002. /BAS/11/	<b>CORRESPONDENCE &amp; SUBJECT FILES (SUPERINTEN</b> 2000 Miscellaneous General Correspondence	TO+13	01/01/2002	12/31/2002		000000087 CRC	712047	8
X001. /BAS/11/	<b>BUILDING &amp; SAFETY COUNCIL FILES</b> MAYOR-GENERAL (COMPLAINTS) S88.1051	AR+10	06/07/1988	07/29/1988	DO	000000020 CRC	763520	9

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

9

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

**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:** 9

**Reviewer Initials:** *LB*