



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*** Records of Department:** Department of Building and Safety

Additional Information: BAS/24 FINANCIAL SERVICES - CASHIER

Submitting Date: 1/17/2020 Email me a copy

*** Quantity:** 277 Boxes

Records Dated From 1/1/1960 **To** 9/14/2012

Description: O008 DAILY REMITTANCE REPORTS; O015 AUDIT FILES; O004 CASHIER'S RECORD OF RECEIPTS; O007 DAILY CASH RECEIPT; D003 BUILDING PLAN CHECK RECEIPTS

Attachment: [2 MB max] [BAS24 Fin. Svcs Cashier 277 boxes.pdf](#)

Department Authorization

Authorizing Person: Steve Ongele **Date:** 03/07/2019

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

PETTY SANTOS

Date Signed:

01/17/2020

APPROVE

REJECT

Signature:

Date of Notification: 01/17/2020 (Records will be held for 60 days from this date).

SUBMIT

CANCEL

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER /BAS/24/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O008.	DAILY REMITTANCE REPORT (FS 26)	1/1/1960	12/31/2011	TO+5	32
O015.	AUDIT FILES	8/13/2007	9/14/2012	TO+5	240
X004.	CASHIER'S RECORD OF RECEIPTS (A-68)	1/1/1967	12/31/1973	TO+5	2
X007.	DAILY CASH REPORT (FS 90)	1/1/1974	12/31/1975	TO+5	1
Y003.	BUILDING PLAN CHECK RECEIPTS	1/1/1976	12/31/1978	TO+5	2

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 277

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

277

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):

[Handwritten Signature]

BY (DEPT HEAD):

[Handwritten Signature]

DATE:

3/7/19

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 12

RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER

/BAS/24/

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
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) San Pedro Boxes	TO+5	1/1/1960	12/31/1972		000000009 CRC	51820	1
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE January 2009	TO+5	1/1/2009	1/31/2009		000002407 CRC	786895	2
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE February 2009	TO+5	2/1/2009	2/28/2009		000002408 CRC	786896	3
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE March 2009	TO+5	3/1/2009	3/30/2009		000002409 CRC	786897	4
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE April 2009	TO+5	4/1/2009	4/30/2009		000002410 CRC	786898	5
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE May 2009	TO+5	5/1/2009	5/31/2009		000002411 CRC	786899	6
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE June 2009	TO+5	6/1/2009	6/30/2009		000002412 CRC	786900	7
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE July 2009	TO+5	7/1/2009	7/31/2009		000002413 CRC	786901	8
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE August 2009	TO+5	8/1/2009	8/31/2009		000002414 CRC	786902	9
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE September 2009	TO+5	9/1/2009	9/30/2009		000002415 CRC	786903	10
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE October 2009	TO+5	10/1/2009	10/31/2009		000002416 CRC	786904	11
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE November 2009	TO+5	11/1/2009	11/30/2009		000002417 CRC	786905	12
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE December 2009	TO+5	12/1/2009	12/31/2009		000002418 CRC	786906	13
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE January 2010	TO+5	1/1/2010	1/31/2010		000002419 CRC	786907	14
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE February 2010	TO+5	2/1/2010	2/28/2010		000002420 CRC	786908	15
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE March 2010	TO+5	3/1/2010	3/31/2010		000002421 CRC	786909	16
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) DAILY REMITTANCE April 2010	TO+5	4/1/2010	4/30/2010		000002422 CRC	786910	17
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance August 2010	TO+5	8/1/2010	8/31/2010		000002635 IRON	796378	18
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance September 2010	TO+5	9/1/2010	9/30/2010		000002636 IRON	796379	19
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance October 2010	TO+5	10/1/2010	10/31/2010		000002637 IRON	796380	20
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance November 2010	TO+5	11/1/2010	11/30/2010		000002638 IRON	796381	21
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance December 2010	TO+5	12/1/2010	12/31/2010		000002639 IRON	796382	22
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance January 2011	TO+5	1/1/2011	12/31/2011		000002640 IRON	796383	23
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance February 2011	TO+5	2/1/2011	2/28/2011		000002641 IRON	796384	24
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance March 2011	TO+5	3/1/2011	3/31/2011		000002642 IRON	796385	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: WJ

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 12

RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER /BAS/24/

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
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance April 2011	TO+5	3/1/2011	3/31/2011	000002643	IRON	796386	26
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance May 2011	TO+5	5/1/2011	5/31/2011	000002644	IRON	796387	27
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance June 2011	TO+5	6/1/2011	6/30/2011	000002645	IRON	796388	28
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance July 2011	TO+5	7/1/2011	7/31/2011	000002646	IRON	796389	29
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance August 2011	TO+5	8/1/2011	8/31/2011	000002647	IRON	796390	30
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance September 2011	TO+5	9/1/2011	9/30/2011	000002648	IRON	796391	31
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance October 2011	TO+5	10/1/2011	10/31/2011	000002649	IRON	796392	32
O015. /BAS/24/	AUDIT FILES LA01-208254 TO 211106	TO+5	1/8/2008	2/26/2008	000002085	CRC	767986	33
O015. /BAS/24/	AUDIT FILES LA01-211107 TO 213857	TO+5	2/27/2008	4/10/2008	000002086	CRC	767987	34
O015. /BAS/24/	AUDIT FILES LA01-213858 TO 216537	TO+5	4/11/2008	5/27/2008	000002087	CRC	768414	35
O015. /BAS/24/	AUDIT FILES LA01-216538 TO 219200	TO+5	5/28/2008	7/23/2008	000002088	CRC	768415	36
O015. /BAS/24/	AUDIT FILES LA01-219201 TO 221914	TO+5	7/7/2008	8/14/2008	000002089	CRC	768416	37
O015. /BAS/24/	AUDIT FILES LA01-221915 TO 224683	TO+5	8/15/2008	10/2/2008	000002090	CRC	768417	38
O015. /BAS/24/	AUDIT FILES LA01-224684 TO 227389	TO+5	10/3/2008	11/7/2008	000002091	CRC	768418	39
O015. /BAS/24/	AUDIT FILES LA01-227390 TO 230136	TO+5	11/10/2008	12/17/2008	000002092	CRC	768419	40
O015. /BAS/24/	AUDIT FILES LA01-230137 TO 232817	TO+5	12/18/2008	1/30/2009	000002093	CRC	768420	41
O015. /BAS/24/	AUDIT FILES LA01-232818 TO 235523	TO+5	2/2/2009	3/24/2009	000002094	CRC	768421	42
O015. /BAS/24/	AUDIT FILES LA01-235524 TO 238517	TO+5	3/25/2009	5/4/2009	000002095	CRC	768422	43
O015. /BAS/24/	AUDIT FILES LA01-238518 TO 241572	TO+5	5/6/2009	6/11/2009	000002096	CRC	768423	44
O015. /BAS/24/	AUDIT FILES LA01-241573 TO 244448	TO+5	6/12/2009	7/9/2009	000002097	CRC	768424	45
O015. /BAS/24/	AUDIT FILES LA02-104603 TO 107630	TO+5	1/8/2008	4/3/2008	000002110	CRC	768437	46
O015. /BAS/24/	AUDIT FILES LA02-107631 TO 110611	TO+5	4/4/2008	6/23/2008	000002111	CRC	768438	47
O015. /BAS/24/	AUDIT FILES LA02-110612 TO 113400	TO+5	6/24/2008	9/17/2008	000002112	CRC	768439	48
O015. /BAS/24/	AUDIT FILES LA02-113401 TO 116263	TO+5	9/18/2008	1/12/2009	000002113	CRC	768440	49
O015. /BAS/24/	AUDIT FILES LA03-210363 TO 213057	TO+5	2/7/2008	3/19/2008	000002132	CRC	768459	50

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: W

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

Box List Page 3 of 12

RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER /BAS/24/

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
O015. /BAS/24/	AUDIT FILES LA03-213058 TO 215857	TO+5	3/20/2008	4/30/2008	000002133 CRC		768460	51
O015. /BAS/24/	AUDIT FILES LA03-215858 TO 218746	TO+5	5/1/2008	6/19/2008	000002134 CRC		768461	52
O015. /BAS/24/	AUDIT FILES LA03-218747 TO 221493	TO+5	6/20/2008	8/11/2008	000002135 CRC		768462	53
O015. /BAS/24/	AUDIT FILES LA03-221494 TO 224112	TO+5	8/12/2008	9/24/2008	000002136 CRC		768463	54
O015. /BAS/24/	AUDIT FILES LA03-224113 TO 227079	TO+5	9/25/2008	11/26/2008	000002137 CRC		768464	55
O015. /BAS/24/	AUDIT FILES LA03-227080 TO 229782	TO+5	12/1/2008	2/20/2009	000002138 CRC		768465	56
O015. /BAS/24/	AUDIT FILES LA03-229783 TO 232338	TO+5	2/23/2009	4/27/2009	000002139 CRC		768466	57
O015. /BAS/24/	AUDIT FILES LA03-232339 TO 235262	TO+5	4/28/2009	6/10/2009	000002140 CRC		768467	58
O015. /BAS/24/	AUDIT FILES LA03-235263 TO 238343	TO+5	6/11/2009	7/20/2009	000002141 CRC		768468	59
O015. /BAS/24/	AUDIT FILES LA04-245923 TO 248886	TO+5	1/4/2008	2/7/2008	000002156 CRC		768483	60
O015. /BAS/24/	AUDIT FILES LA04-248887 TO 251886	TO+5	2/8/2008	3/19/2008	000002157 CRC		768484	61
O015. /BAS/24/	AUDIT FILES LA04-251887 TO 254896	TO+5	3/20/2008	4/24/2008	000002158 CRC		768485	62
O015. /BAS/24/	AUDIT FILES LA04-254897 TO 258005	TO+5	4/25/2008	6/4/2008	000002159 CRC		768486	63
O015. /BAS/24/	AUDIT FILES LA04-258006 TO 261005	TO+5	6/5/2008	7/14/2008	000002160 CRC		768487	64
O015. /BAS/24/	AUDIT FILES LA04-261006 TO 263850	TO+5	7/15/2008	8/14/2008	000002161 CRC		768488	65
O015. /BAS/24/	AUDIT FILES LA04-263851 TO 266782	TO+5	8/15/2008	9/29/2008	000002162 CRC		768489	66
O015. /BAS/24/	AUDIT FILES LA04-266783 TO 269761	TO+5	9/30/2008	11/4/2008	000002163 CRC		768490	67
O015. /BAS/24/	AUDIT FILES LA04-269762 TO 273131	TO+5	11/5/2008	12/18/2008	000002164 CRC		768491	68
O015. /BAS/24/	AUDIT FILES LA04-273132 TO 276028	TO+5	12/19/2008	1/29/2009	000002165 CRC		768492	69
O015. /BAS/24/	AUDIT FILES LA04-276029 TO 278947	TO+5	1/30/2009	3/9/2009	000002166 CRC		768493	70
O015. /BAS/24/	AUDIT FILES LA04-278948 TO 281806	TO+5	3/10/2009	4/8/2009	000002167 CRC		768494	71
O015. /BAS/24/	AUDIT FILES LA05-220175 TO 222861	TO+5	1/29/2008	3/21/2008	000002188 CRC		768515	72
O015. /BAS/24/	AUDIT FILES LA05-222862 TO 225593	TO+5	3/24/2008	5/8/2008	000002189 CRC		768516	73
O015. /BAS/24/	AUDIT FILES LA05-225594 TO 228375	TO+5	5/9/2008	6/19/2008	000002190 CRC		768517	74
O015. /BAS/24/	AUDIT FILES LA05-228376 TO 231038	TO+5	6/20/2008	7/31/2008	000002191 CRC		768518	75

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Number Boxes to be Destroyed This Page: 25

Reviewer Initials: [Signature]

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

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RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER

/BAS/24/

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
O015. /BAS/24/	AUDIT FILES LA05-231039 TO 233919	TO+5	8/1/2008	9/12/2008	000002192 CRC		768519	76
O015. /BAS/24/	AUDIT FILES LA05-233920 TO 236696	TO+5	9/15/2008	10/27/2008	000002193 CRC		768520	77
O015. /BAS/24/	AUDIT FILES LA05-236697 TO 239544	TO+5	10/28/2008	12/12/2008	000002194 CRC		768521	78
O015. /BAS/24/	AUDIT FILES LA05-239545 TO 242264	TO+5	12/15/2008	2/2/2009	000002195 CRC		768522	79
O015. /BAS/24/	AUDIT FILES LA05-242265 TO 245200	TO+5	2/3/2009	3/16/2009	000002196 CRC		768523	80
O015. /BAS/24/	AUDIT FILES LA05-245201 TO 248133	TO+5	3/17/2009	4/21/2009	000002197 CRC		768524	81
O015. /BAS/24/	AUDIT FILES LA05-248134 TO 251306	TO+5	4/22/2009	5/29/2009	000002198 CRC		768525	82
O015. /BAS/24/	AUDIT FILES LA05-251307 TO 254620	TO+5	6/1/2009	7/1/2009	000002199 CRC		768526	83
O015. /BAS/24/	AUDIT FILES LA05-254621 TO 257740	TO+5	7/2/2009	7/31/2009	000002200 CRC		768527	84
O015. /BAS/24/	AUDIT FILES LA06-133280 TO 135548	TO+5	2/1/2008	3/28/2008	000002217 CRC		768543	85
O015. /BAS/24/	AUDIT FILES LA06-135549 TO 137996	TO+5	4/1/2008	5/16/2008	000002218 CRC		768544	86
O015. /BAS/24/	AUDIT FILES LA06-137997 TO 139811	TO+5	5/19/2008	6/30/2008	000002219 CRC		768545	87
O015. /BAS/24/	AUDIT FILES LA06-139812 TO 142405	TO+5	7/1/2008	8/29/2008	000002220 CRC		768546	88
O015. /BAS/24/	AUDIT FILES LA06-142426 TO 144945	TO+5	9/3/2008	10/31/2008	000002221 CRC		768547	89
O015. /BAS/24/	AUDIT FILES LA06-144946 TO 147084	TO+5	11/4/2008	12/31/2008	000002222 CRC		768548	90
O015. /BAS/24/	AUDIT FILES LA06-147085 TO 149246	TO+5	1/2/2009	2/27/2009	000002223 CRC		768549	91
O015. /BAS/24/	AUDIT FILES LA06-149252 TO 152467	TO+5	3/2/2009	5/29/2009	000002224 CRC		768550	92
O015. /BAS/24/	AUDIT FILES LA06-152468 TO 155427	TO+5	6/1/2009	7/22/2009	000002225 CRC		768551	93
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA01-256651-256781	TO+5	12/15/2009	1/8/2010	000002491 CRC		791124	94
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA01-256782-261679	TO+5	1/11/2010	2/26/2010	000002492 CRC		791125	95
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA01-261680-264511	TO+5	3/1/2010	4/8/2010	000002493 CRC		791126	96
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA01-264513-267092	TO+5	4/9/2010	5/21/2010	000002494 CRC		791127	97
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA01-267093-269979	TO+5	5/24/2010	6/29/2010	000002495 CRC		791128	98
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA03-250207-253258	TO+5	11/25/2009	1/4/2010	000002496 CRC		791129	99
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA03-253259-256426	TO+5	1/5/2010	2/13/2010	000002497 CRC		791130	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: SP

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

Box List Page 5 of 12

RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER /BAS/24/

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
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA03-256427-259360	TO+5	2/17/2010	3/15/2010	000002498 CRC	791131	101	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA03-259361-262432	TO+5	3/16/2010	4/19/2010	000002499 CRC	791132	102	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA03-26243-265370	TO+5	4/20/2010	5/18/2010	000002500 CRC	791133	103	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA03-265371-268447	TO+5	5/19/2010	6/17/2010	000002501 CRC	791134	104	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA03-268448-271608	TO+5	6/18/2010	7/19/2010	000002502 CRC	791135	105	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA04-281807-284568	TO+5	4/4/2009	5/11/2009	000002503 CRC	791136	106	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA05-270107-273174	TO+5	12/28/2009	2/1/2010	000002504 CRC	791137	107	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA05-273175-276321	TO+5	2/2/2010	3/1/2010	000002505 CRC	791138	108	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA05-27622-279504	TO+5	5/2/2010	5/31/2010	000002506 CRC	791139	109	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA05-279505-282656	TO+5	4/1/2010	4/29/2010	000002507 CRC	791140	110	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA05-282657-285980	TO+5	4/30/2010	5/28/2010	000002508 CRC	791141	111	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA 05-285981-289525	TO+5	6/1/2010	6/30/2010	000002509 CRC	791142	112	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA05-289326-292653	TO+5	7/1/2010	7/30/2010	000002510 CRC	791143	113	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA06-164099-167012	TO+5	12/8/2009	1/22/2010	000002511 CRC	791144	114	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA06-167013-169694	TO+5	1/25/2010	2/26/2010	000002512 CRC	791145	115	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA06-169695-172834	TO+5	3/10/2010	4/13/2010	000002513 CRC	791146	116	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA06-172835-176193	TO+5	4/14/2010	5/27/2010	000002514 CRC	791147	117	
O015. /BAS/24/	AUDIT FILES AUDIT FILE LA06-176194-179193	TO+5	5/28/2010	7/29/2010	000002515 CRC	791148	118	
O015. /BAS/24/	AUDIT FILES AUDIT FILE TL13-017416-019242	TO+5	6/12/2008	3/25/2010	000002516 CRC	791149	119	
O015. /BAS/24/	AUDIT FILES DAILY REMITTANCE MAY 2010	TO+5	5/1/2010	5/31/2010	000002518 CRC	791151	120	
O015. /BAS/24/	AUDIT FILES DAILY REMITTANCE JUNE 2010	TO+5	6/1/2010	6/30/2010	000002519 CRC	791152	121	
O015. /BAS/24/	AUDIT FILES DAILY REMITTANCE JULY 2010	TO+5	7/1/2010	7/31/2010	000002520 CRC	791153	122	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07-211913-215283	TO+5	2/19/2008	4/9/2008	000002532 CRC	791104	123	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07-215284-218260	TO+5	4/10/2008	5/28/2008	000002533 CRC	791105	124	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN 08-035020-038096	TO+5	8/13/2007	9/26/2007	000002534 CRC	791106	125	

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Number Boxes to be Destroyed This Page: 25

Reviewer Initials: JP

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

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RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER

/BAS/24/

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
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08-038097-041197	TO+5	9/27/2007	1/9/2008	000002535 CRC	791107	126	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08-044338-047295	TO+5	1/7/2008	2/21/2008	000002537 CRC	791109	127	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08-047296-050561	TO+5	2/22/2008	4/9/2008	000002538 CRC	791110	128	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08-05062-053610	TO+5	4/10/2008	5/22/2008	000002539 CRC	791111	129	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 218261 - 221633	TO+5	5/20/2008	7/25/2008	000002552 CRC	791627	130	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 221634 - 224557	TO+5	7/28/2008	9/17/2008	000002553 CRC	791628	131	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 224558 - 227640	TO+5	9/18/2008	11/17/2008	000002554 CRC	791629	132	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 227641 - 230762	TO+5	11/18/2008	2/3/2009	000002555 CRC	791630	133	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 230763 - 233960	TO+5	2/4/2009	4/10/2009	000002556 CRC	791631	134	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 233961 - 237355	TO+5	4/13/2009	6/12/2009	000002557 CRC	791632	135	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 237356 - 240536	TO+5	6/15/2009	8/12/2009	000002558 CRC	791633	136	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 240537 - 243983	TO+5	8/13/2009	10/16/2009	000002559 CRC	791634	137	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 243984 - 247398	TO+5	10/19/2009	1/7/2010	000002560 CRC	791635	138	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 247399 - 250825	TO+5	1/8/2010	3/18/2010	000002561 CRC	791636	139	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 250826 - 254141	TO+5	3/19/2010	5/6/2010	000002562 CRC	791637	140	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 254142 - 257662	TO+5	5/7/2010	5/21/2010	000002563 CRC	791638	141	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN07 257663 - 260984	TO+5	6/22/2010	8/4/2010	000002564 CRC	791639	142	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 053611 - 056796	TO+5	5/23/2008	7/14/2008	000002565 CRC	791640	143	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 056797 - 060083	TO+5	7/15/2008	9/4/2008	000002566 CRC	791641	144	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 060084 - 063290	TO+5	9/5/2008	10/28/2008	000002567 CRC	791642	145	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 063291 - 066370	TO+5	10/29/2008	12/29/2008	000002568 CRC	791643	146	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 066371 - 069688	TO+5	12/30/2008	3/4/2009	000002569 CRC	791644	147	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 069689 - 073108	TO+5	3/5/2009	4/30/2009	000002570 CRC	791645	148	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 073109 - 076572	TO+5	5/1/2009	6/19/2009	000002571 CRC	791646	149	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 076573 - 079945	TO+5	6/22/2009	8/12/2009	000002572 CRC	791647	150	

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CITY OF LOS ANGELES
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Date: 1/31/2019

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RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER

/BAS/24/

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
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 079946 - 083443	TO+5	8/13/2009	10/7/2009	000002573 CRC	791648	151	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 083444 - 086965	TO+5	10/8/2009	12/3/2009	000002574 CRC	791649	152	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 086966 - 090434	TO+5	12/4/2009	2/5/2010	000002575 CRC	791650	153	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 090435 - 093957	TO+5	2/8/2010	4/10/2010	000002576 CRC	791651	154	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN08 093958 - 097492	TO+5	4/2/2010	7/7/2010	000002577 CRC	791652	155	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 211753 - 215005	TO+5	1/30/2008	3/17/2008	000002584 CRC	791659	156	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 215006 - 218260	TO+5	3/18/2008	5/2/2008	000002585 CRC	791660	157	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 218261 - 221170	TO+5	5/5/2008	6/17/2008	000002586 CRC	791661	158	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 221171 - 224236	TO+5	6/18/2008	8/4/2008	000002587 CRC	791662	159	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 221171 - 224236	TO+5	8/5/2008	9/23/2008	000002588 CRC	791663	160	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 227338 - 230386	TO+5	9/24/2008	11/14/2008	000002589 CRC	791664	161	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 230387 - 233686	TO+5	11/17/2008	1/23/2009	000002590 CRC	791665	162	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 233687 - 236975	TO+5	1/26/2009	3/24/2009	000002591 CRC	791666	163	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 236976 - 240458	TO+5	3/25/2009	5/19/2009	000002592 CRC	791667	164	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 240459 - 243832	TO+5	5/20/2009	7/15/2009	000002593 CRC	791668	165	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 243833 - 247153	TO+5	7/16/2009	9/9/2009	000002594 CRC	791669	166	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 247154 - 250661	TO+5	9/10/2009	11/4/2009	000002595 CRC	791670	167	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 250662 - 254091	TO+5	11/5/2009	1/4/2010	000002596 CRC	791671	168	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 254092 - 257350	TO+5	1/5/2010	3/3/2010	000002597 CRC	791672	169	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 257351 - 260443	TO+5	3/4/2010	5/3/2010	000002598 CRC	791673	170	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 260444 - 263795	TO+5	5/4/2010	6/16/2010	000002599 CRC	791674	171	
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN09 263796 - 267046	TO+5	6/17/2010	8/5/2010	000002600 CRC	791675	172	
O015. /BAS/24/	AUDIT FILES AUDIT FILES VN07 260985 - 264553	TO+5	8/5/2010	9/21/2010	000002601 CRC	794764	173	
O015. /BAS/24/	AUDIT FILES AUDIT FILES VN07 264554 - 268041	TO+5	9/23/2010	11/17/2010	000002602 CRC	794765	174	
O015. /BAS/24/	AUDIT FILES AUDIT FILES VN07 268042 - 271235	TO+5	11/18/2010	1/12/2011	000002603 CRC	794766	175	

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

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RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER /BAS/24/

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
O015. /BAS/24/	AUDIT FILES AUDIT FILES VN07 271236 - 274589	TO+5	1/13/2011	3/9/2011		000002604	794767	176
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN07 274590 - 278150	TO+5	3/10/2011	4/26/2011		000002605	794768	177
						CRC		
O015. /BAS/24/	AUDIT FILES AUDIT FILES VN07 278151 - 281597	TO+5	4/28/2011	6/14/2011		000002606	794769	178
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN07 281598 - 285129	TO+5	6/16/2011	7/27/2011		000002607	794770	179
						CRC		
O015. /BAS/24/	AUDIT FILES AUDIT FILES VN07 285130 - 288516	TO+5	7/28/2011	9/9/2011		000002608	794771	180
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN07 288517 - 292092	TO+5	9/12/2011	10/28/2011		000002609	794772	181
						CRC		
O015. /BAS/24/	AUDIT FILES AUDIT FILES VN07 292093 - 295563	TO+5	10/31/2011	12/7/2011		000002610	794773	182
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN08 097494 - 100996	TO+5	7/15/2010	11/1/2010		000002611	794774	183
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN08 100997 - 104322	TO+5	11/2/2010	2/7/2011		000002612	794775	184
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN08 104323 - 107578	TO+5	2/9/2011	5/12/2011		000002613	794776	185
						CRC		
O015. /BAS/24/	AUDIT FILES AUDIT FILES VN08 107579 - 111114	TO+5	5/18/2011	10/4/2011		000002614	794777	186
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN09 267047 - 270431	TO+5	8/6/2010	9/21/2010		000002615	794778	187
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN09 270432 - 274010	TO+5	9/22/2010	11/10/2010		000002616	794779	188
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN09 284526 - 287875	TO+5	4/22/2011	6/2/2011		000002620	794783	192
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN09 287876 - 291365	TO+5	6/3/2011	7/15/2011		000002621	794784	193
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN09 291366 - 294816	TO+5	7/18/2011	8/29/2011		000002622	794785	194
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN09 294817 - 298278	TO+5	8/30/2011	10/5/2011		000002623	794786	195
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O015. /BAS/24/	AUDIT FILES AUDIT FILES VN09 298279 - 301615	TO+5	10/7/2011	11/15/2011		000002624	794787	196
						CRC		
O015. /BAS/24/	AUDIT FILES Audit File SL15 125691 To 128300	TO+5	10/30/2008	3/19/2009		000002625	795284	197
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O015. /BAS/24/	AUDIT FILES Audit File SL15 128301 TO 131263	TO+5	3/20/2009	7/20/2009		000002626	795285	198
						IRON		
O015. /BAS/24/	AUDIT FILES Audit File SL15 131264 TO 134045	TO+5	7/21/2009	11/17/2009		000002627	795286	199
						IRON		
O015. /BAS/24/	AUDIT FILES Audit File SL15 134046 TO 136767	TO+5	11/18/2009	3/11/2010		000002628	795287	200
						IRON		

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Number Boxes to be Destroyed This Page: 25

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

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RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER

/BAS/24/

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
O015. /BAS/24/	AUDIT FILES Audit File SL 15 136768 TO 139476	TO+5	3/12/2010	6/18/2010	000002629	IRON	795288	201
O015. /BAS/24/	AUDIT FILES Audit File SL 15 139477 TO 142144	TO+5	6/21/2010	10/8/2010	000002630	IRON	795289	202
O015. /BAS/24/	AUDIT FILES Audit File SL15 142145 TO 144819	TO+5	10/12/2010	1/25/2011	000002631	IRON	795290	203
O015. /BAS/24/	AUDIT FILES Audit File SL15 144820 TO 147485	TO+5	1/26/2011	4/28/2011	000002632	IRON	795291	204
O015. /BAS/24/	AUDIT FILES Audit File SL15 147486 TO 150329	TO+5	4/29/2011	8/5/2011	000002633	IRON	795292	205
O015. /BAS/24/	AUDIT FILES Audit File SL15 150330 TO 153216	TO+5	8/8/2011	11/2/2011	000002634	IRON	795293	206
O015. /BAS/24/	AUDIT FILES Audit File LA01-269980 to 01-272824	TO+5	6/30/2010	8/19/2010	000002650	IRON	796393	207
O015. /BAS/24/	AUDIT FILES Audit File LA01-272825 to 01-275708	TO+5	8/20/2010	10/12/2010	000002651	IRON	796394	208
O015. /BAS/24/	AUDIT FILES Audit File LA01-275709 to 01-278721	TO+5	10/13/2010	12/3/2010	000002652	IRON	796395	209
O015. /BAS/24/	AUDIT FILES Audit File LA01-278722 to 01-281526	TO+5	12/8/2010	2/16/2011	000002653	IRON	796396	210
O015. /BAS/24/	AUDIT FILES Audit File LA01-281527 to 01-284392	TO+5	2/17/2011	4/11/2011	000002654	IRON	796397	211
O015. /BAS/24/	AUDIT FILES Audit File LA01-284393 to 01-287564	TO+5	4/12/2011	5/26/2011	000002655	IRON	796398	212
O015. /BAS/24/	AUDIT FILES Audit File LA01-287565 to 01 290572	TO+5	5/27/2011	8/11/2011	000002656	IRON	796399	213
O015. /BAS/24/	AUDIT FILES Audit File LA03 271609 to 274535	TO+5	7/20/2010	8/16/2010	000002657	IRON	796400	214
O015. /BAS/24/	AUDIT FILES Audit File LA03 274536 to 277695	TO+5	8/17/2010	9/20/2010	000002658	IRON	796401	215
O015. /BAS/24/	AUDIT FILES Audit File LA03 277696 to 278079	TO+5	9/21/2010	10/28/2010	000002659	IRON	796402	216
O015. /BAS/24/	AUDIT FILES Audit File LA03 278080 to 283987	TO+5	10/29/2010	12/2/2010	000002660	IRON	796403	217
O015. /BAS/24/	AUDIT FILES Audit File LA03 283788 to 287220	TO+5	12/3/2010	1/6/2011	000002661	IRON	796404	218
O015. /BAS/24/	AUDIT FILES Audit File LA03 287221 to 290425	TO+5	1/7/2011	2/15/2011	000002662	IRON	796405	219
O015. /BAS/24/	AUDIT FILES Audit File LA03 290426 to 293505	TO+5	2/16/2011	3/21/2011	000002663	IRON	796406	220
O015. /BAS/24/	AUDIT FILES Audit File LA03 293506 to 296697	TO+5	3/22/2011	4/26/2011	000002664	IRON	796407	221
O015. /BAS/24/	AUDIT FILES Audit File LA03 296698 to 300143	TO+5	4/27/2011	5/26/2011	000002665	IRON	796408	222
O015. /BAS/24/	AUDIT FILES Audit File LA03 300144 to 303382	TO+5	5/27/2011	6/29/2011	000002666	IRON	796409	223
O015. /BAS/24/	AUDIT FILES Audit File LA03-303383 to 306625	TO+5	6/30/2011	8/9/2011	000002667	IRON	796410	224
O015. /BAS/24/	AUDIT FILES Audit File LA 05 292654 to 295827	TO+5	8/2/2011	9/2/2011	000002668	IRON	796411	225

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

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RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER /BAS/24/

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
O015. /BAS/24/	AUDIT FILES Audit File LA 05 295828 to 298973	TO+5	9/3/2010	10/7/2010	000002669	IRON	796412	226
O015. /BAS/24/	AUDIT FILES Audit File LA 05 298974 to 301936	TO+5	10/8/2010	11/7/2010	000002670	IRON	796413	227
O015. /BAS/24/	AUDIT FILES Audit File LA 05 301937 to 305187	TO+5	11/8/2010	12/9/2010	000002671	IRON	796414	228
O015. /BAS/24/	AUDIT FILES Audit File LA 05 305188 to 308377	TO+5	12/10/2010	1/14/2011	000002672	IRON	796415	229
O015. /BAS/24/	AUDIT FILES Audit File LA 05 308378 to 311498	TO+5	1/18/2011	2/15/2011	000002673	IRON	796416	230
O015. /BAS/24/	AUDIT FILES Audit File LA 05 311499 to 314786	TO+5	2/16/2011	3/16/2011	000002674	IRON	796417	231
O015. /BAS/24/	AUDIT FILES Audit File LA 05 314787 to 318011	TO+5	3/17/2011	4/15/2011	000002675	IRON	796418	232
O015. /BAS/24/	AUDIT FILES Audit File LA 05 318012 to 321234	TO+5	4/18/2011	5/12/2011	000002676	IRON	796419	233
O015. /BAS/24/	AUDIT FILES Audit File LA 05 321235 to 324572	TO+5	5/13/2011	6/13/2011	000002677	IRON	796420	234
O015. /BAS/24/	AUDIT FILES Audit File LA 05 327738 to 331061	TO+5	7/15/2011	8/17/2011	000002678	IRON	796421	235
O015. /BAS/24/	AUDIT FILES Audit File LA06 161277 - 164098	TO+5	10/22/2009	12/7/2009	000002680	IRON	796423	236
O015. /BAS/24/	AUDIT FILES Audit File LA06 179194 - 182042	TO+5	7/30/2010	9/1/2010	000002681	IRON	796424	237
O015. /BAS/24/	AUDIT FILES Audit File LA06 182043 - 185101	TO+5	9/2/2010	10/12/2010	000002682	IRON	796425	238
O015. /BAS/24/	AUDIT FILES Audit File LA06 185102 - 188151	TO+5	10/13/2010	11/29/2010	000002683	IRON	796426	239
O015. /BAS/24/	AUDIT FILES Audit File LA06 188152 - 191177	TO+5	11/30/2010	1/13/2011	000002684	IRON	796427	240
O015. /BAS/24/	AUDIT FILES Audit File LA06 191178 - 194059	TO+5	1/14/2011	2/17/2011	000002685	IRON	796428	241
O015. /BAS/24/	AUDIT FILES Audit File LA06 194060 - 197047	TO+5	2/18/2010	3/29/2011	000002686	IRON	796429	242
O015. /BAS/24/	AUDIT FILES Audit File LA06 199851 - 202283	TO+5	5/5/2011	6/9/2011	000002687	IRON	796430	243
O015. /BAS/24/	AUDIT FILES Audit File LA06 202284 - 205137	TO+5	6/10/2011	7/11/2011	000002688	IRON	796431	244
O015. /BAS/24/	AUDIT FILES Audit File LA06 205138 - 207933	TO+5	7/12/2011	8/4/2011	000002689	IRON	796432	245
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 083842 - 086594	TO+5	1/16/2008	5/21/2008	000002703	IRON	798954	246
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 086595 - 089328	TO+5	5/22/2008	9/18/2008	000002704	IRON	798955	247
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 089329 - 092211	TO+5	9/19/2008	12/31/2008	000002705	IRON	798956	248
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL 10 092212 - 094810	TO+5	1/5/2009	3/6/2009	000002706	IRON	798957	249
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 094811 - 097703	TO+5	3/9/2009	4/30/2009	000002707	IRON	798958	250

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Number Boxes to be Destroyed This Page: 25

Reviewer Initials: AB

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

Box List Page 11 of 12

RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER /BAS/24/

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
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 097704 - 100675	TO+5	5/1/2009	6/25/2009	000002708 IRON		798959	251
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 100676 - 103893	TO+5	6/26/2009	8/19/2009	000002709 IRON		798960	252
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 103894 - 107151	TO+5	8/20/2009	10/19/2009	000002710 IRON		798961	253
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 107152 - 110333	TO+5	10/20/2009	12/17/2009	000002711 IRON		798962	254
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 110334 - 113361	TO+5	12/18/2009	2/26/2010	000002712 IRON		798963	255
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 113362 -116569	TO+5	3/1/2010	4/30/2010	000002713 IRON		798964	256
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 116570 - 119650	TO+5	5/3/2010	7/2/2010	000002714 IRON		798965	257
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 119651 - 122560	TO+5	7/6/2010	9/3/2010	000002715 IRON		798966	258
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 122561 - 125675	TO+5	9/7/2010	11/24/2010	000002716 IRON		798967	259
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 125676 -128478	TO+5	11/29/2010	2/18/2011	000002717 IRON		798968	260
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 128479 - 131681	TO+5	2/22/2011	5/13/2011	000002718 IRON		798969	261
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 131682 - 134767	TO+5	5/16/2011	7/29/2011	000002719 IRON		798970	262
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 134768 - 137396	TO+5	8/1/2011	10/7/2011	000002720 IRON		798971	263
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 137397 - 140540	TO+5	10/11/2011	1/13/2012	000002721 IRON		798972	264
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 140541 - 143615	TO+5	1/17/2012	4/6/2012	000002722 IRON		798973	265
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 143616 - 146857	TO+5	4/9/2012	6/29/2012	000002723 IRON		798974	266
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 146858 - 149846	TO+5	7/2/2012	9/14/2012	000002724 IRON		798975	267
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL11 113797 - 116357	TO+5	1/15/2008	3/13/2008	000002740 IRON		798991	268
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL11 116358 - 119091	TO+5	3/14/2008	5/15/2008	000002741 IRON		798992	269
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL11 119092 - 121842	TO+5	5/16/2008	7/23/2008	000002742 IRON		798993	270
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL11 121843 - 124573	TO+5	7/24/2008	9/26/2008	000002743 IRON		798994	271
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL11 124574 - 127476	TO+5	9/29/2008	6/4/2009	000002744 IRON		798995	272
X004. /BAS/24/	CASHIER'S RECORD OF RECEIPTS (A-68) Box includes:	TO+5	1/1/1967	12/31/1973	000000002 CRC		65904	273
X004. /BAS/24/	CASHIER'S RECORD OF RECEIPTS (A-68) Paid receipts:	TO+5	3/1/1967	3/31/1967	000000006 CRC		21325	274
X007. /BAS/24/	DAILY CASH REPORT (FS 90) Daily Cash Reports: Jan. 1974 - Dec. 1975.	TO+5	1/1/1974	12/31/1975			65908	275

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Number Boxes to be Destroyed This Page: 25

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

Box List Page 12 of 12

RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SVCS-CASHIER /BAS/24/

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
Y003. /BAS/24/	BUILDING PLAN CHECK RECEIPTS Plan Check Receipts (E-6, H-5) 1976-1978	TO+5	1/1/1976	12/31/1978	DO	CRC	816434	276
Y003. /BAS/24/	BUILDING PLAN CHECK RECEIPTS Plan Check Receipts (E-6, H-5), Electrical Testing Laboratory Invoices (E-126), 1976	TO+5	1/1/1976	12/31/1976	DO	000000004 CRC	72930	277

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 277

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

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Reviewer Initials: AB