



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] [BAS 31 Building Bureau Bldg Inspection %26 Bldg 74 Boxes.pc](#)

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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: 1/31/2019

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/BUILDING BUREAU - BLDG INSPECT'N & BLDG /BAS/31/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
D003.	CERTIFICATE OF OCCUPANCY (VN) (B-95A)	4/6/2006	12/17/2007	TO+2	9
O003.	CORRESPONDENCE & SUBJECT FILES	1/1/1994	10/31/2011	AR+2	16
O004.	DAILY TIME SHEETS (G-7)	1/1/1971	12/31/1974	TO+2	1
O005.	JOB ORDER/NOTICE TO COMPLY (G-11)	1/1/1970	12/31/2000	CL+2	10
O007.	NOT APPROVED NOTICES (G-49)	1/1/1999	12/31/1999	CL+2	1
X002.	COMPUTER CONTROL CARDS	1/1/1975	12/31/2003	CL	4
Y002.	BUILDING PERMITS (WORKING COPIES)	1/1/1981	12/31/2001	TO+10	33

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **74**

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

~~74~~
 74

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):

[Signature]

BY (DEPT HEAD):

[Signature]

DATE:

1/15/20

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 3

RECORDS OF: BUILDING AND SAFETY/BUILDING BUREAU - BLDG INSPECT'N & BLDG /BAS/31/

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
D003. /BAS/31/	CERTIFICATE OF OCCUPANCY (VN) (B-95A) 1010322200746308, 46311, 46313, 46315, 46317, 46319, 46328	TO+2	3/22/2007	4/18/2007		000001680 CRC	734045	1
D003. /BAS/31/	CERTIFICATE OF OCCUPANCY (VN) (B-95A) 1010814200752957, 523969, 52961-52, 52968,	TO+2	8/14/2007	10/19/2007		000001681 CRC	734046	2
D003. /BAS/31/	CERTIFICATE OF OCCUPANCY (VN) (B-95A) 1010711200751257-58, 51260, 51262, 1010628200750622	TO+2	6/28/2007	8/14/2007		000001682 CRC	734545	3
D003. /BAS/31/	CERTIFICATE OF OCCUPANCY (VN) (B-95A) 1021115200640715, 40711, 40713, 40714,	TO+2	11/29/2006	12/17/2007		000001683 CRC	734047	4
D003. /BAS/31/	CERTIFICATE OF OCCUPANCY (VN) (B-95A) 1020118200743618,43620-24, 43626, 43628-29,	TO+2	1/17/2007	3/22/2007		000001684 CRC	734048	5
D003. /BAS/31/	CERTIFICATE OF OCCUPANCY (VN) (B-95A) 1010406200629004, 29009, 29011-14,	TO+2	4/6/2006	4/20/2006		000001685 CRC	734049	6
D003. /BAS/31/	CERTIFICATE OF OCCUPANCY (VN) (B-95A) 1010522200748931-33, 48902, 1010612200749792,	TO+2	5/22/2007	6/12/2007		000001686 CRC	734050	7
D003. /BAS/31/	CERTIFICATE OF OCCUPANCY (VN) (B-95A) 1010702200750816-19, 1010702200750815, 50820,	TO+2	7/2/2007	7/11/2007		000001687 CRC	734051	8
D003. /BAS/31/	CERTIFICATE OF OCCUPANCY (VN) (B-95A) 1011010200755651-56, 1011022200756134-39,	TO+2	10/10/2007	12/17/2007		000001688 CRC	734052	9
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Seismic Gas Valves - Misc research, correspondence, etc. Approx., 1994 - 2000.	AR+2	1/1/1994	12/23/2000			806885	10
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Certificates of occupancy (by scan numbers): 102061520093513, 102062220093803, 102062220093807, 102	AR+2	6/15/2009	9/19/2009		0000002083 CRC	773368	11
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Temporary certificates of occupancy (by scan numbers): 1010813200875088, 1010818200875350, 10108182	AR+2	8/13/2008	4/16/2009		0000002084 CRC	773369	12
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Temporary certificates of occupancy (by scan numbers): 1050620091877, 102051420092232, 102051420092	AR+2	5/6/2009	2/8/2010		0000002085 CRC	773370	13
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Temporary Certificates of Occupancy:	AR+2	4/2/2007	9/24/2007		000001744 CRC	737353	14
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Certificates of Occupancy:	AR+2	2/28/2007	4/17/2007		000001745 CRC	737354	15
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Temporary Certificates of Occupancy:	AR+2	6/15/2007	2/4/2008		000001746 CRC	737355	16
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Certificates of Occupancy:	AR+2	12/14/2006	5/8/2008		000001747 CRC	740581	17
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Certificates of Occupancy:	AR+2	10/27/2005	3/26/2008		000001748 CRC	740582	18
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Certificates of Occupancy:	AR+2	11/26/2007	8/18/2007		000001749 CRC	740583	19
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Temporary Certificates of Occupancy:	AR+2	9/25/2007	8/13/2008		000001750 CRC	740584	20
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Certificates of Occupancy:	AR+2	4/4/2008	6/18/2008		000001751 CRC	740585	21
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Certificates of Occupancy (by date of issue): 05/10/2010 - 12/03/2010	AR+2	5/10/2010	12/3/2010		000002086 CRC	787628	22
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Certificates of Occupancy (by scan number): 1010601201019771, 1010603201020036, 1010628201021170,	AR+2	6/1/2010	9/8/2011		000002087 CRC	787629	23
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Certificates of Occupancy (by date of issue): 03/22/2008 - 10/31/2011	AR+2	3/22/2008	10/31/2011		000002088 CRC	787630	24
O003. /BAS/31/	CORRESPONDENCE & SUBJECT FILES Temporary Certificates of Occupancy (by scan number): 1010705201136965, 1010719201137416, 10107192	AR+2	4/21/2010	7/29/2011		000002089 CRC	787631	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: [Signature]

**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 3

RECORDS OF: BUILDING AND SAFETY/BUILDING BUREAU - BLDG INSPECT'N & BLDG

/BAS/31/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES--		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
			FROM	TO				
0004. /BAS/31/	DAILY TIME SHEETS (G-7) Inspectors' Daily Report and Motor Vehicle Record 1971 - 1974.	TO+2	1/1/1971	12/31/1974			65907	26
0005. /BAS/31/	JOB ORDER/NOTICE TO COMPLY (G-11) Single Family Job Orders Sent to Investigators	CL+2	1/1/1970	12/31/1978	DO	000000012	65070	27
0005. /BAS/31/	JOB ORDER/NOTICE TO COMPLY (G-11) Orders to Comply and Inspection Notes	CL+2	1/17/1994	12/31/1995		000001806	753748	28
0005. /BAS/31/	JOB ORDER/NOTICE TO COMPLY (G-11) Orders to Comply and Inspection Notes	CL+2	1/17/1994	12/31/1995		000001807	753749	29
0005. /BAS/31/	JOB ORDER/NOTICE TO COMPLY (G-11) Orders to Comply and Inspection Notes	CL+2	1/17/1994	12/31/1995		000001808	753750	30
0005. /BAS/31/	JOB ORDER/NOTICE TO COMPLY (G-11) Orders to Comply and Inspection Notes	CL+2	1/17/1994	12/31/1995		000001809	753751	31
0005. /BAS/31/	JOB ORDER/NOTICE TO COMPLY (G-11) Orders to Comply and Inspection Notes	CL+2	1/31/1993	12/31/1993		000001810	753752	32
0005. /BAS/31/	JOB ORDER/NOTICE TO COMPLY (G-11) Orders to Comply and Inspection Notes	CL+2	1/1/1985	12/31/2000		000001811	753753	33
0005. /BAS/31/	JOB ORDER/NOTICE TO COMPLY (G-11) Orders to Comply and Inspection Notes	CL+2	5/1/1999	6/8/1999		000001812	753754	34
0005. /BAS/31/	JOB ORDER/NOTICE TO COMPLY (G-11) Orders to Comply and Inspection Notes	CL+2	2/1/1999	6/30/1999		000001813	753755	35
0005. /BAS/31/	JOB ORDER/NOTICE TO COMPLY (G-11) Orders to Comply and Inspection Notes	CL+2	7/1/1999	12/31/1999		000001814	753756	36
0007. /BAS/31/	NOT APPROVED NOTICES (G-49) Not Approved notices, 1999. Street Names A-Z.	CL+2	1/1/1999	12/31/1999			813884	37
X002. /BAS/31/	COMPUTER CONTROL CARDS 2003 Commercial Building Permits - Finaled, A through F	CL	1/1/2003	12/31/2003	DO	000001790	750044	38
X002. /BAS/31/	COMPUTER CONTROL CARDS Commercial Building Permits - Finaled, G through P	CL	1/1/2003	12/31/2003	DO	000001791	750045	39
X002. /BAS/31/	COMPUTER CONTROL CARDS 3800 N. HOMER STREET - 1122 W. 66TH STREET	CL	1/1/1975	12/31/1975		000001853	762576	40
X002. /BAS/31/	COMPUTER CONTROL CARDS 5007 N. AUCKLAND AVE. - 334 S. MUIRFIELD ROAD	CL	1/1/1993	12/31/1993		000001853	762577	41
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 20916 ABALAR STREET THRU 12569 BYRON	TO+10	1/1/1981	12/31/1981	DO	000000086	42315	42
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 9857 CABANAS AVENUE THRU 5005 DENSMORE AVE	TO+10	1/1/1981	12/31/1981	DO	000000087	42317	43
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 5901 DE SOTO AVENUE THRU 6221 SYRAL DRIVE	TO+10	1/1/1981	12/31/1981	DO	000000088	42319	44
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 12711 HACIENDA DRIVE THRU 15214 LA VALLE STREET	TO+10	1/1/1981	12/31/1981	DO	000000089	42321	45
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 13236 LEACH STREET THRU 15090-1/2 NURMI ST	TO+10	1/1/1981	12/31/1981	DO	000000090	42323	46
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 5237 OAKDALE AVENUE THRU 12626 RYE STREET	TO+10	1/1/1981	12/31/1981	DO	000000091	42325	47
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 16040 SABANA LANE THRU 10847 SYLVIA AVENUE	TO+10	1/1/1981	12/31/1981	DO	000000092	42327	48
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 4545 TALOFA AVENUE THRU 23241 VENTURA BLVD.	TO+10	1/1/1981	12/31/1981	DO	000000093	42329	49
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3670 VENTURA CANYON AVENUE THRU 17328 ZOLA STREET	TO+10	1/1/1981	12/31/1981	DO	000000094	42331	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:

[Handwritten Signature]

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 3

RECORDS OF:		BUILDING AND SAFETY/BUILDING BUREAU - BLDG INSPECT'N & BLDG				/BAS/31/		
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
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3317 ALGINET THRU 24320 BESSEMER	TO+10	1/1/1981	12/31/1981	DO	000000095	42333	51
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3171 COLDWATER THRU 24561 CALVERT	TO+10	1/1/1981	12/31/1981	DO	000000096	42335	52
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 2971 DONA EMILA THRU 24139 FRIAR	TO+10	1/1/1981	12/31/1981	DO	000000097	42337	53
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3425 GREEN VISTA THRU 23918 JENSEN DR.	TO+10	1/1/1981	12/31/1981	DO	000000098	42339	54
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 1800 KAREN DR. THRU 24895 LONG VALLEY	TO+10	1/1/1981	12/31/1981	DO	000000099	42341	55
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3631 MEADVILLE THRU 24201 OXNARD	TO+10	1/1/1981	12/31/1981	DO	000000100	42343	56
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3654 POTOS THRU 24056 SYLVAN	TO+10	1/1/1981	12/31/1981	DO	000000101	42345	57
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 22 TOLUCA ESTATES THRU 21855 YBARRA	TO+10	1/1/1981	12/31/1981	DO	000000102	42347	58
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3403 ALANA DRIVE - 24235 BURBANK BL.	TO+10	1/1/1982	12/31/1982	DO	000000103	42349	59
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3250 COLDWATER CYN - 23824 DEL CERRO CIR.	TO+10	1/1/1982	12/31/1982	DO	000000104	42351	60
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3830 ENCINO HILLS PL. - 23918 JORDAN	TO+10	1/1/1982	12/31/1982	DO	000000105	42353	61
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 8750 KESTER AVE. - 24200 MARIANO ST.	TO+10	1/1/1982	12/31/1982	DO	000000106	42355	62
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 4214 NOGALES DR. - 23701-5 ROSCOE BL.	TO+10	1/1/1982	12/31/1982	DO	000000107	42357	63
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3350 SCADLOCK LN. - 9322 URBANA AVE.	TO+10	1/1/1982	12/31/1982	DO	000000108	42359	64
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3531 VALLEY MEADOW RD. - 17342 ZOLA ST.	TO+10	1/1/1982	12/31/1982	DO	000000109	42361	65
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3672 ALTA MESA DR. - 22836 STYLES ST.	TO+10	1/1/1983	12/31/1983	DO	000000110	42363	66
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 3543 TERRACE VIEW - 11955 ZELZAH AVE.	TO+10	1/1/1983	12/31/1983	DO	000000111	42365	67
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 4066 ALTA MESA DR. - 21675 YUCATAN AV	TO+10	1/1/1983	12/31/1983	DO	000000112	42367	68
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 760 ARROYO AVE. - 23545 WINDOM AVE.	TO+10	1/1/1983	12/31/1983	DO	000000113	42369	69
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 200-208 Avenue 19 to 4151 W. Prospect Ave.	TO+10	1/1/1996	12/31/1998	DO	000001675	731556	70
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 264 S. Rampart Blvd. to 757 E. 180th St.	TO+10	1/1/1996	12/31/1998	DO	000001676	731557	71
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) (1996) 238 S. Berendo St. to 6360 W. Wilshire Blvd.	TO+10	1/1/1996	12/31/2001	DO	000001677	731558	72
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 122 N. New Hampshire St. to 451 E. 120th St.	TO+10	1/1/2001	12/31/2001	DO	000001678	731559	73
Y002. /BAS/31/	BUILDING PERMITS (WORKING COPIES) 1008-1018 S. Alvarado St. to 2002-2066 E. 103rd St.	TO+10	1/1/1992	12/31/1992	DO	000001679	731731	74

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: 24

Reviewer Initials: [Signature]

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/31/2019

BOX LISTING BY RECORD SERIES:

Box List Page 4 of 3

RECORDS OF: BUILDING AND SAFETY/BUILDING BUREAU - BLDG INSPECT'N & BLDG

/BAS/31/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES--		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
			FROM	TO				

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

74

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: _____



Reviewer Initials: _____

