



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

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

Additional Information: BAS/37 RESEARCH & DEVELOPMENT DIVISION

Submitting Date: 1/22/2020 Email me a copy

*** Quantity:** 33 Boxes

Records Dated From 3/25/1948 **To** 11/19/1974

Description: RESEARCH REPORT FILES

Attachment: [2 MB max] BAS 37 Research %26 Development Division 33 Boxes.pdf

Department Authorization

Authorizing Person: Frank Bush **Date:** 03/28/2019

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

01/22/2020

APPROVE

REJECT

Signature:

Date of Notification: 01/23/2020 (Records will be held for 60 days from this date).

SUBMIT

CANCEL

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 2/15/2019

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/RESEARCH & DEVELOPMENT DIV.

/BAS/37/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0007.	RESEARCH REPORTS FILES	3/25/1948	11/19/1974	CL+5	33

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **33**

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION 33

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): *Catherine N. Garcia*
 CATHERINE N. GARCIA

BY (DEPT HEAD): *[Signature]*

DATE: 3/28/19

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 2

RECORDS OF: BUILDING AND SAFETY/RESEARCH & DEVELOPMENT DIV.

/BAS/37/

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
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports 1967-1968.	CL+5	10/24/1967	1/15/1968			51209	1
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	3/25/1948	10/27/1952	DO	000000007 CRC	51182	2
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	3/2/1951	5/26/1955	DO	000000008 CRC	51183	3
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	4/8/1955	7/1/1955	DO	000000009 CRC	51184	4
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	7/27/1956	5/25/1970	DO	000000010 CRC	51185	5
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	1/16/1958	7/23/1959	DO	000000011 CRC	51186	6
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	12/24/1957	11/25/1958	DO	000000012 CRC	51187	7
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	8/14/1958	5/1/1959	DO	000000013 CRC	51188	8
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	4/29/1959	9/24/1959	DO	000000014 CRC	51189	9
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	9/18/1959	1/6/1960	DO	000000015 CRC	51190	10
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	10/6/1959	1/6/1960	DO	000000016 CRC	51191	11
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	8/8/1960	1/12/1961	DO	000000017 CRC	51192	12
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	1/10/1961	3/27/1961	DO	000000018 CRC	51193	13
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	2/20/1962	4/10/1962	DO	000000019 CRC	51196	14
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	9/28/1962	6/28/1965	DO	000000020 CRC	51197	15
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	10/18/1962	2/28/1963	DO	000000021 CRC	51198	16
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	2/28/1963	8/26/1963	DO	000000022 CRC	51199	17
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	5/10/1963	4/15/1964	DO	000000023 CRC	51200	18
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	11/29/1962	4/29/1964	DO	000000024 CRC	51201	19
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	1/31/1963	9/2/1964	DO	000000025 CRC	51202	20
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	8/7/1964	2/3/1965	DO	000000026 CRC	51203	21
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	1/19/1965	6/18/1965	DO	000000027 CRC	51204	22
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports: # 23122 - 23177; 5/12/1965 to 1/6/1966.	CL+5	5/12/1965	1/6/1966	DO	000000028 CRC	51205	23
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	10/6/1965	3/8/1966	DO	000000029 CRC	51206	24
O007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	8/23/1966	1/5/1967	DO	000000030 CRC	51207	25

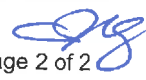
Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 25

Reviewer Initials: CHS

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

Date: 2/15/2019



Box List Page 2 of 2

BOX LISTING BY RECORD SERIES:

RECORDS OF: BUILDING AND SAFETY/RESEARCH & DEVELOPMENT DIV.

/BAS/37/

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
0007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	3/17/1967	2/9/1968	DO	000000031 CRC	51208	26
0007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	9/23/1968	5/28/1969	DO	000000033 CRC	51210	27
0007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	10/9/1969	5/11/1972	DO	000000034 CRC	51211	28
0007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	11/7/1967	5/28/1974	DO	000000035	511212	29
0007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	11/7/1967	5/28/1974	DO	000000035 CRC	51212	30
0007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	9/28/1971	11/19/1974	DO	000000036 CRC	51213	31
0007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	3/28/1961	8/1/1961	DO	00000018A CRC	51194	32
0007. /BAS/37/	RESEARCH REPORTS FILES Research Reports	CL+5	8/1/1961	2/8/1962	DO	00000018B CRC	51195	33

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

33

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: 8

Reviewer Initials: CRS