



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:
BAS/11 - Executive Office 9 boxes 1970 – 2002
BAS/21 – Doc Automated Filing/WD Processing 59 boxes 1992 – 2012
BAS/24 – Financial Services – Cashier 95 boxes 1960 – 2012
BAS/25 – Financial Services – Accounting 2 boxes 1977 – 1991

Attachment: [2 MB max] [BAS 0163-0283 191 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE **REJECT**

Authorizing Person:

Signature: 

Date Signed:

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

BAS/11 - Executive Office 9 boxes 1970 - 2002
BAS/21 - Doc Automated Filing/WD Processing 59 boxes 1992 - 2012
BAS/24 - Financial Services - Cashier 95 boxes 1960 - 2012
BAS/25 - Financial Services - Accounting 2 boxes 1977 - 1991
BAS/34 - Building Bureau / Zoning 1 box 2012
BAS/40 - Conservation Bureau 1 box 1980
BAS/46 - Consv. Bur. - Specialized Inspection 24 boxes 1972 - 1986

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 08/26/2021

Records of
Department/Bureau Los Angeles Department of Building and Safety

Records Dated 1/1/1960 - 10/16/2012

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

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	1/1/1970	12/31/2002	TO+13	8
X001.	BUILDING & SAFETY COUNCIL FILES	6/7/1988	7/29/1988	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)

0

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

9

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:

08/26/2021

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

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

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: JH

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/DOC AUTOMATED FILING/WD PROCESSING

/BAS/21/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O001.	Request for Modification/a.k.a. Administrative Approval	9/1/1997	9/24/2012	SU	42
O003.	Building Permit Change of Address Forms	7/1/1992	10/27/2011	SU	17

Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 59

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

59

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BY (DIV HEAD): 

BY (DEPT HEAD): 

DATE: 08/26/2021

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 3

RECORDS OF:		BUILDING AND SAFETY/DOC AUTOMATED FILING/WD PROCESSING			/BAS/21/			
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
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Administrative Approvals (by scan number): 1010614201248983, 1010619201249075, 1010619201249111,	SU	6/14/2012	9/24/2012		00000809	798940	1
0001. /BAS/21/	Request for Modification/a.k.a. Adminlstrative Approvz Admin Approvals: B262.4.325 - B263.5.241. Received dates 10/6/1997 - 1/12/1998. Contents microfilmed.	SU	10/6/1997	1/12/1998		000001204	812361	2
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B263.5.242 - B274.768. Microfilmed dates include 2/10/1998 - 8/25/1998. Contents micro	SU	2/10/1998	8/25/1998		000001205	812378	3
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B264.9.118 - B265.9.32. Received dates 2/25/1998 - 5/28/1999. Contents microfilmed.	SU	2/25/1998	5/28/1998		000001206	812369	4
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B265.9.33 - B266.7.248. Received dates 5/28/1998 - 9/15/1998. Contents microfilmed.	SU	5/28/1998	9/15/1998		000001207	812387	5
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B266.7.249 - B267.6.446. Received dates 9/16/1998/ - 1/6/1999. Contents microfilmed.	SU	9/13/1998	1/6/1999		000001208	812371	6
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B268.1.1 - B269.1.304. Received dates 2/11/1999 - 5/17/1999. Contents microfilmed.	SU	2/11/1999	5/17/1999		000001209	812389	7
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B272.3.1 - B273.2.207. Received dates 12/14/1999 - 3/15/2000. Contents microfilmed.	SU	12/14/1999	3/15/2000		000001213	812362	8
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B273.2.208 - B273.9.232. Received dates 3/15/2000 - 5/24/2000. Contents microfilmed.	SU	3/15/2000	5/24/2000		000001214	812368	9
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B274.1.1 - B274.6.239. Received dates 5/24/2000 - 8/11/2000. Contents microfilmed.	SU	5/24/2000	8/11/2000		000001215	812390	10
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B274.6.240 - B293.6.323. Received dates 8/11/2000 - 10/13/2000. Contents microfilmed.	SU	8/11/2000	10/13/2000		000001216	812363	11
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B300.2.153 - B300.7.459. Received dates 1/31/2001 - 4/20/2001. Contents microfilmed.	SU	1/31/2001	4/20/2001		000001218	812386	12
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B301.5.116 - B311.7.452. Received dates 7/16/2001 - 9/25/2001. Contents microfilmed.	SU	7/16/2001	9/25/2001		000001220	812367	13
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B311.7.453 - B312.3.477. Received dates 9/28/2001/ - 11/15/2001. Contents microfilmed	SU	9/28/2001	11/15/2001		000001221	812372	14
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B312.3.478 - B315.4.355. Received dates 11/19/2001 - 2/11/2002. Contents microfilmed.	SU	11/19/2001	2/11/2002		000001222	812370	15
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B318.3.163 - B319.4.471. Received dates 5/02/2002 - 6/26/2002. Contents microfilmed.	SU	5/2/2002	6/26/2002		000001224	812388	16
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B320.1.12 - B322.3.434. Received dates 7/1/2002 - 9/19/2002. Contents microfilmed.	SU	8/11/2000	10/13/2000		000001225	812365	17
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz ADMIN. APPROVALS	SU	1/1/2002	8/28/2002	DO	000001225	763980	18
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B255.7.95 - B258.2.301. Received dates March - Sept. 1997. Contents microfilmed.	SU	9/1/1997	10/31/1997		000001229	812376	19
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Admin Approvals: B258.2.308 - B258.9.131. Received dates Sept. - October 1997. Contents microfilmed.	SU	9/1/1997	10/31/1997		000001230	812375	20
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz 1010725200519648-19650, 19586, 19583, 19585,	SU	12/13/2003	6/19/2005		000001405	728381	21
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz Request For Modification-Administrative Approval	SU	2/12/2004	5/13/2004		000001406	728382	22
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz 101091420049475, 9476, 9479, 9486, 9493,	SU	4/20/2004	7/27/2004		000001407	728384	23
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz 1020216200513601, 13615, 13627, 13629, 13647,	SU	6/28/2004	9/28/2004		000001408	728385	24
0001. /BAS/21/	Request for Modification/a.k.a. Administrative Approvz 1010303200514182-84, 14524, 14576-78, 14581-94,	SU	6/4/2004	2/22/2005		000001409	728386	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:

SA

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 3

RECORDS OF: BUILDING AND SAFETY/DOC AUTOMATED FILING/WD PROCESSING

/BAS/21/

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
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva 0341090002-03420100015, 1010526200518099-9572,	SU	10/6/2004	3/15/2005		000001410 CRC	728387	26
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva 1010411200516115-18, 16151, 16156, 16170, 16304,	SU	1/18/2005	5/15/2005		000001411 CRC	728388	27
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva 1010323200515303-05, 15308, 15309, 15312-14,	SU	1/6/2005	12/13/2005		000001412 CRC	728389	28
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva Scan Numbers	SU	10/19/2005	12/13/2005		000001413 CRC	728390	29
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva 1010118200626354-56, 1010124200626468-70, 26476	SU	12/30/2005	4/26/2006		000001414 CRC	728391	30
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva 1011211200641958, 41957, 41959, 41960,	SU	12/11/2006	3/11/2007		000001415 CRC	728392	31
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva 1010321200746271, 46273, 46274,	SU	3/21/2007	5/18/2007		000001416 CRC	728393	32
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva 101052220048955, 48960, 48962, 48963, 48967,	SU	5/22/2007	7/11/2007		000001417 CRC	728394	33
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva Administrative Approvals (by scan number): 10105072008666803, 1010507200866859, 1010507200866861,	SU	5/7/2008	7/8/2008		000001529 CRC	786339	34
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva Administrative Approvals (by scan number): 1011202201028690, 1011202201028689, 1011202201028688,	SU	8/31/2010	12/2/2010		000001530 CRC	786340	35
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva Administrative Approvals (by scan number): 1010412201133806, 1010412201133808, 1010419201134083,	SU	3/1/2011	5/10/2011		000001531 CRC	786341	36
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva Administrative Approvals (by scan number): 1010919201139573, 1010919201139574, 1010919201139575,	SU	8/15/2011	10/18/2011		000001532 CRC	786342	37
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva Administrative Approvals (by scan number): 1010607201135817, 1010607201135819, 1010607201135816,	SU	5/1/2011	8/15/2011		000001533 CRC	786343	38
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva Administrative Approvals (by scan number): 1011227201029377, 1010103201129763, 1010103201129767,	SU	12/9/2010	3/2/2011		000001534 CRC	786344	39
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva Administrative Approvals (by scan number): 1011201201142261, 1011201201142262, 1011201201142263,	SU	10/21/2011	12/5/2011		000001535 CRC	786345	40
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva Administrative Approvals (by scan number): 1011201201142265, 1011201201142266, 1011207201142463,	SU	12/1/2011	2/27/2012		000001536 CRC	790354	41
O001. /BAS/21/	Request for Modification/a.k.a. Administrative Approva Administrative Approvals (by scan number): 1010227201245015, 1010305201245274, 1010305201245276,	SU	2/27/2012	6/19/2012		000001539 CRC	792439	42
O003. /BAS/21/	Building Permit Change of Address Forms 1020615200632174, 1020619200632358,	SU	6/15/2006	10/28/2006		000001458 CRC	734012	43
O003. /BAS/21/	Building Permit Change of Address Forms 1010418200629566, 1010504200630147-51,	SU	4/18/2006	5/31/2006		000001459 CRC	734013	44
O003. /BAS/21/	Building Permit Change of Address Forms P639.7.109-P714.1.43; Jan. 2, 1997 to Dec. 18, 2000.	SU	1/2/1997	12/18/2000		000001460 CRC	734014	45
O003. /BAS/21/	Building Permit Change of Address Forms P716.1.326; Jan. 12, 2001 to Nov. 16, 2003.	SU	1/12/2001	11/16/2003		000001461 CRC	734015	46
O003. /BAS/21/	Building Permit Change of Address Forms P406.3.488-P489.6.36; June 1993 to Oct. 1994.	SU	6/1/1993	10/31/1994		000001462 CRC	734016	47
O003. /BAS/21/	Building Permit Change of Address Forms P388.3.236-P564.8.465; Jan. 1, 1993 to March 13, 1996.	SU	1/1/1993	3/13/1996		000001463 CRC	734017	48
O003. /BAS/21/	Building Permit Change of Address Forms 1010322200746301, 46337-38, 1010430200747969,	SU	1/18/2007	8/7/2007		000001464 CRC	734018	49
O003. /BAS/21/	Building Permit Change of Address Forms P564.8.466-P790.7.290; March 13, 1996 to Nov. 13, 2001.	SU	3/13/1996	11/13/2001		000001465 CRC	734019	50

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Number Boxes to be Destroyed This Page:

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX LISTING BY RECORD SERIES:

Box List Page 3 of 3

RECORDS OF: BUILDING AND SAFETY/DOC AUTOMATED FILING/WD PROCESSING /BAS/21/

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
O003. /BAS/21/	Building Permit Change of Address Forms P790.7.291-P791.1.351, 1010725200519647	SU	7/25/2005	7/25/2005		000001466 CRC	734020	51
O003. /BAS/21/	Building Permit Change of Address Forms P387.3.430-P619.5.2; Oct. 29, 1992 to March 18, 1997.	SU	10/29/1992	3/18/1997		000001467 CRC	734021	52
O003. /BAS/21/	Building Permit Change of Address Forms P370.1.120-P404.4.150; July 1992 to May 1993.	SU	7/1/1992	5/31/1993		000001468 CRC	734022	53
O003. /BAS/21/	Building Permit Change of Address Forms P491.4.115-P529.3.11; Oct. 1994 to June 1995.	SU	10/1/1994	6/30/1995		000001469 CRC	734023	54
O003. /BAS/21/	Building Permit Change of Address Forms Building Change of Address Forms:	SU	5/7/2008	1/14/2009		000001525 CRC	753590	55
O003. /BAS/21/	Building Permit Change of Address Forms Certificates of Occupancy filed by date	SU	11/18/2007	12/1/2008		000001526 CRC	753591	56
O003. /BAS/21/	Building Permit Change of Address Forms Certificates of Occupancy filed by date	SU	6/7/2007	3/17/2009		000001527 CRC	753592	57
O003. /BAS/21/	Building Permit Change of Address Forms Certificates of Occupancy	SU	7/2/2008	10/16/2008		000001528 CRC	753593	58
O003. /BAS/21/	Building Permit Change of Address Forms Address Corrections (by scan number): 1010628201021284, 1010709201021970, 1010727201023255, 1010	SU	6/28/2010	10/27/2011		000001538 CRC	790356	59

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 59

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
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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

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	16
O015.	AUDIT FILES	8/13/2007	9/14/2012	TO+5	77
X004.	CASHIER'S RECORD OF RECEIPTS (A-68)	1/1/1967	12/31/1973	TO+5	1
Y003.	BUILDING PLAN CHECK RECEIPTS	1/1/1976	12/31/1976	TO+5	1

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **95**

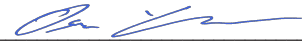
Minus excluded boxes:
 (Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION **95**

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: 08/26/2021

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

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 August 2010	TO+5	8/1/2010	8/31/2010		000002635 IRON	796378	2
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance September 2010	TO+5	9/1/2010	9/30/2010		000002636 IRON	796379	3
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance October 2010	TO+5	10/1/2010	10/31/2010		000002637 IRON	796380	4
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance November 2010	TO+5	11/1/2010	11/30/2010		000002638 IRON	796381	5
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance December 2010	TO+5	12/1/2010	12/31/2010		000002639 IRON	796382	6
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance January 2011	TO+5	1/1/2011	12/31/2011		000002640 IRON	796383	7
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance February 2011	TO+5	2/1/2011	2/28/2011		000002641 IRON	796384	8
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance March 2011	TO+5	3/1/2011	3/31/2011		000002642 IRON	796385	9
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance April 2011	TO+5	3/1/2011	3/31/2011		000002643 IRON	796386	10
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance May 2011	TO+5	5/1/2011	5/31/2011		000002644 IRON	796387	11
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance June 2011	TO+5	6/1/2011	6/30/2011		000002645 IRON	796388	12
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance July 2011	TO+5	7/1/2011	7/31/2011		000002646 IRON	796389	13
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance August 2011	TO+5	8/1/2011	8/31/2011		000002647 IRON	796390	14
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance September 2011	TO+5	9/1/2011	9/30/2011		000002648 IRON	796391	15
O008. /BAS/24/	DAILY REMITTANCE REPORT (FS 26) Daily Remittance October 2011	TO+5	10/1/2011	10/31/2011		000002649 IRON	796392	16
O015. /BAS/24/	AUDIT FILES AUDIT FILE VN 08-035020-038096	TO+5	8/13/2007	9/26/2007		000002534 CRC	791106	17
O015. /BAS/24/	AUDIT FILES Audit File SL15 125691 To 128300	TO+5	10/30/2008	3/19/2009		000002625 IRON	795284	18
O015. /BAS/24/	AUDIT FILES Audit File SL15 128301 TO 131263	TO+5	3/20/2009	7/20/2009		000002626 IRON	795285	19
O015. /BAS/24/	AUDIT FILES Audit File SL15 131264 TO 134045	TO+5	7/21/2009	11/17/2009		000002627 IRON	795286	20
O015. /BAS/24/	AUDIT FILES Audit File SL15 134046 TO 136767	TO+5	11/18/2009	3/11/2010		000002628 IRON	795287	21
O015. /BAS/24/	AUDIT FILES Audit File SL 15 136768 TO 139476	TO+5	3/12/2010	6/18/2010		000002629 IRON	795288	22
O015. /BAS/24/	AUDIT FILES Audit File SL 15 139477 TO 142144	TO+5	6/21/2010	10/8/2010		000002630 IRON	795289	23
O015. /BAS/24/	AUDIT FILES Audit File SL15 142145 TO 144819	TO+5	10/12/2010	1/25/2011		000002631 IRON	795290	24
O015. /BAS/24/	AUDIT FILES Audit File SL15 144820 TO 147485	TO+5	1/26/2011	4/28/2011		000002632 IRON	795291	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: W

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 4

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 SL15 147486 TO 150329	TO+5	4/29/2011	8/5/2011		000002633 IRON	795292	26
O015. /BAS/24/	AUDIT FILES Audit File SL15 150330 TO 153216	TO+5	8/8/2011	11/2/2011		000002634 IRON	795293	27
O015. /BAS/24/	AUDIT FILES Audit File LA01-269980 to 01-272824	TO+5	6/30/2010	8/19/2010		000002650 IRON	796393	28
O015. /BAS/24/	AUDIT FILES Audit File LA01-272825 to 01-275708	TO+5	8/20/2010	10/12/2010		000002651 IRON	796394	29
O015. /BAS/24/	AUDIT FILES Audit File LA01-275709 to 01-278721	TO+5	10/13/2010	12/3/2010		000002652 IRON	796395	30
O015. /BAS/24/	AUDIT FILES Audit File LA01-278722 to 01-281526	TO+5	12/8/2010	2/16/2011		000002653 IRON	796396	31
O015. /BAS/24/	AUDIT FILES Audit File LA01-281527 to 01-284392	TO+5	2/17/2011	4/11/2011		000002654 IRON	796397	32
O015. /BAS/24/	AUDIT FILES Audit File LA01-284393 to 01-287564	TO+5	4/12/2011	5/26/2011		000002655 IRON	796398	33
O015. /BAS/24/	AUDIT FILES Audit File LA01-287565 to 01 290572	TO+5	5/27/2011	8/11/2011		000002656 IRON	796399	34
O015. /BAS/24/	AUDIT FILES Audit File LA03 271609 to 274535	TO+5	7/20/2010	8/16/2010		000002657 IRON	796400	35
O015. /BAS/24/	AUDIT FILES Audit File LA03 274536 to 277695	TO+5	8/17/2010	9/20/2010		000002658 IRON	796401	36
O015. /BAS/24/	AUDIT FILES Audit File LA03 277696 to 278079	TO+5	9/21/2010	10/28/2010		000002659 IRON	796402	37
O015. /BAS/24/	AUDIT FILES Audit File LA03 278080 to 283987	TO+5	10/29/2010	12/2/2010		000002660 IRON	796403	38
O015. /BAS/24/	AUDIT FILES Audit File LA03 283788 to 287220	TO+5	12/3/2010	1/6/2011		000002661 IRON	796404	39
O015. /BAS/24/	AUDIT FILES Audit File LA03 287221 to 290425	TO+5	1/7/2011	2/15/2011		000002662 IRON	796405	40
O015. /BAS/24/	AUDIT FILES Audit File LA03 290426 to 293505	TO+5	2/16/2011	3/21/2011		000002663 IRON	796406	41
O015. /BAS/24/	AUDIT FILES Audit File LA03 293506 to 296697	TO+5	3/22/2011	4/26/2011		000002664 IRON	796407	42
O015. /BAS/24/	AUDIT FILES Audit File LA03 296698 to 300143	TO+5	4/27/2011	5/26/2011		000002665 IRON	796408	43
O015. /BAS/24/	AUDIT FILES Audit File LA03 300144 to 303382	TO+5	5/27/2011	6/29/2011		000002666 IRON	796409	44
O015. /BAS/24/	AUDIT FILES Audit File LA03-303383 to 306625	TO+5	6/30/2011	8/9/2011		000002667 IRON	796410	45
O015. /BAS/24/	AUDIT FILES Audit File LA 05 292654 to 295827	TO+5	8/2/2011	9/2/2011		000002668 IRON	796411	46
O015. /BAS/24/	AUDIT FILES Audit File LA 05 295828 to 298973	TO+5	9/3/2010	10/7/2010		000002669 IRON	796412	47
O015. /BAS/24/	AUDIT FILES Audit File LA 05 298974 to 301936	TO+5	10/8/2010	11/7/2010		000002670 IRON	796413	48
O015. /BAS/24/	AUDIT FILES Audit File LA 05 301937 to 305187	TO+5	11/8/2010	12/9/2010		000002671 IRON	796414	49
O015. /BAS/24/	AUDIT FILES Audit File LA 05 305188 to 308377	TO+5	12/10/2010	1/14/2011		000002672 IRON	796415	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: 7/8/2021

BOX LISTING BY RECORD SERIES:

Box List Page 3 of 4

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 308378 to 311498	TO+5	1/18/2011	2/15/2011		000002673 IRON	796416	51
O015. /BAS/24/	AUDIT FILES Audit File LA 05 311499 to 314786	TO+5	2/16/2011	3/16/2011		000002674 IRON	796417	52
O015. /BAS/24/	AUDIT FILES Audit File LA 05 314787 to 318011	TO+5	3/17/2011	4/15/2011		000002675 IRON	796418	53
O015. /BAS/24/	AUDIT FILES Audit File LA 05 318012 to 321234	TO+5	4/18/2011	5/12/2011		000002676 IRON	796419	54
O015. /BAS/24/	AUDIT FILES Audit File LA 05 321235 to 324572	TO+5	5/13/2011	6/13/2011		000002677 IRON	796420	55
O015. /BAS/24/	AUDIT FILES Audit File LA 05 327738 to 331061	TO+5	7/15/2011	8/17/2011		000002678 IRON	796421	56
O015. /BAS/24/	AUDIT FILES Audit File LA06 161277 - 164098	TO+5	10/22/2009	12/7/2009		000002680 IRON	796423	57
O015. /BAS/24/	AUDIT FILES Audit File LA06 179194 - 182042	TO+5	7/30/2010	9/1/2010		000002681 IRON	796424	58
O015. /BAS/24/	AUDIT FILES Audit File LA06 182043 - 185101	TO+5	9/2/2010	10/12/2010		000002682 IRON	796425	59
O015. /BAS/24/	AUDIT FILES Audit File LA06 185102 - 188151	TO+5	10/13/2010	11/29/2010		000002683 IRON	796426	60
O015. /BAS/24/	AUDIT FILES Audit File LA06 188152 - 191177	TO+5	11/30/2010	1/13/2011		000002684 IRON	796427	61
O015. /BAS/24/	AUDIT FILES Audit File LA06 191178 - 194059	TO+5	1/14/2011	2/17/2011		000002685 IRON	796428	62
O015. /BAS/24/	AUDIT FILES Audit File LA06 194060 - 197047	TO+5	2/18/2010	3/29/2011		000002686 IRON	796429	63
O015. /BAS/24/	AUDIT FILES Audit File LA06 199851 - 202283	TO+5	5/5/2011	6/9/2011		000002687 IRON	796430	64
O015. /BAS/24/	AUDIT FILES Audit File LA06 202284 - 205137	TO+5	6/10/2011	7/11/2011		000002688 IRON	796431	65
O015. /BAS/24/	AUDIT FILES Audit File LA06 205138 - 207933	TO+5	7/12/2011	8/4/2011		000002689 IRON	796432	66
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 083842 - 086594	TO+5	1/16/2008	5/21/2008		000002703 IRON	798954	67
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 086595 - 089328	TO+5	5/22/2008	9/18/2008		000002704 IRON	798955	68
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 089329 - 092211	TO+5	9/19/2008	12/31/2008		000002705 IRON	798956	69
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL 10 092212 - 094810	TO+5	1/5/2009	3/6/2009		000002706 IRON	798957	70
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 094811 - 097703	TO+5	3/9/2009	4/30/2009		000002707 IRON	798958	71
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 097704 - 100675	TO+5	5/1/2009	6/25/2009		000002708 IRON	798959	72
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 100676 - 103893	TO+5	6/26/2009	8/19/2009		000002709 IRON	798960	73
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 103894 - 107151	TO+5	8/20/2009	10/19/2009		000002710 IRON	798961	74
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 107152 - 110333	TO+5	10/20/2009	12/17/2009		000002711 IRON	798962	75

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: 7/8/2021

BOX LISTING BY RECORD SERIES:

Box List Page 4 of 4

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 110334 - 113361	TO+5	12/18/2009	2/26/2010		000002712 IRON	798963	76
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 113362 -116569	TO+5	3/1/2010	4/30/2010		000002713 IRON	798964	77
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 116570 - 119650	TO+5	5/3/2010	7/2/2010		000002714 IRON	798965	78
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 119651 - 122560	TO+5	7/6/2010	9/3/2010		000002715 IRON	798966	79
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 122561 - 125675	TO+5	9/7/2010	11/24/2010		000002716 IRON	798967	80
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 125676 -128478	TO+5	11/29/2010	2/18/2011		000002717 IRON	798968	81
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 128479 - 131681	TO+5	2/22/2011	5/13/2011		000002718 IRON	798969	82
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 131682 - 134767	TO+5	5/16/2011	7/29/2011		000002719 IRON	798970	83
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 134768 - 137396	TO+5	8/1/2011	10/7/2011		000002720 IRON	798971	84
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 137397 - 140540	TO+5	10/11/2011	1/13/2012		000002721 IRON	798972	85
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 140541 - 143615	TO+5	1/17/2012	4/6/2012		000002722 IRON	798973	86
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 143616 - 146857	TO+5	4/9/2012	6/29/2012		000002723 IRON	798974	87
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL10 146858 - 149846	TO+5	7/2/2012	9/14/2012		000002724 IRON	798975	88
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL11 113797 - 116357	TO+5	1/15/2008	3/13/2008		000002740 IRON	798991	89
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL11 116358 - 119091	TO+5	3/14/2008	5/15/2008		000002741 IRON	798992	90
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL11 119092 - 121842	TO+5	5/16/2008	7/23/2008		000002742 IRON	798993	91
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL11 121843 - 124573	TO+5	7/24/2008	9/26/2008		000002743 IRON	798994	92
O015. /BAS/24/	AUDIT FILES AUDIT FILE WL11 124574 - 127476	TO+5	9/29/2008	6/4/2009		000002744 IRON	798995	93
X004. /BAS/24/	CASHIER'S RECORD OF RECEIPTS (A-68) Box includes:	TO+5	1/1/1967	12/31/1973		000000002 CRC	65904	94
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	95

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

95

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

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: 20

Reviewer Initials: W

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SER - ACCTG

/BAS/25/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O002.	ACCOUNTS RECEIVABLE INVOICES	6/1/1989	6/10/1991	TO+5	1
O006.	BONDS	1/1/1977	12/31/1984	CL+5	1

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

2

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

2
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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): *J. Schuler*

BY (DEPT HEAD): *[Signature]*

DATE: 08/26/2021

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/ADMINISTRATION/FINANCIAL SER - ACCTG /BAS/25/

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
0002. /BAS/25/	ACCOUNTS RECEIVABLE INVOICES Pressure vessel invoices PV0446929 - PV0929905	TO+5	6/1/1989	6/10/1991		000000563 CRC	807799	1
0006. /BAS/25/	BONDS BONDS (CLOSED)	CL+5	1/1/1977	12/31/1984	DO	000000065 CRC	43310	2

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **2**

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

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: 2

Reviewer Initials: lb

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/BUILDING BUREAU/ZONING

/BAS/34/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
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X001.	CORRESPONDENCE & SUBJECT FILES	2/9/2012	10/16/2012	AR+2	1
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Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 1

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

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): *Shahin ATG*

BY (DEPT HEAD): *[Signature]*

DATE: 08/26/2021

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/BUILDING BUREAU/ZONING

/BAS/34/

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
X001. /BAS/34/	CORRESPONDENCE & SUBJECT FILES Affidavits (by scan number): 1010209201244387, 1010213201244534, 1010213201244535, 1010215201244	AR+2	2/9/2012	10/16/2012		000000112 IRON	798996	1

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

1

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
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 RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDNETIAL L=LEGAL

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Reviewer Initials: SA

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/CONSERVATION BUREAU - ADMINISTRATION /BAS/40/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
X001.	CORRESPONDENCE & SUBJECT FILES	5/1/1980	8/31/1980	AR+2	1
<u>Excluded Boxes:</u>					1
TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION					1
Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)					
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION					<u>1</u> =====

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BY (DIV HEAD): Eric Jakeman BY (DEPT HEAD): [Signature] DATE: 08/26/2021

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/CONSERVATION BUREAU - ADMINISTRATION **/BAS/40/**

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
X001. /BAS/40/	CORRESPONDENCE & SUBJECT FILES Certified Mail Sent - receipts May - Aug. 1980.	AR+2	5/1/1980	8/31/1980		000000039	82077	1
						CRC		

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 1

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Reviewer Initials: FM

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/CONSERVATION BUREAU - SPECIALIZED INSF /BAS/46/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
X001.	ABANDONED VEHICLE FILE	1/1/1972	12/31/1986	CL+10	2
X005.	RELOCATION FILE	1/1/1978	12/31/1986	CL+10	22

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 24

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION **24**
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BY (DIV HEAD): *Eric Jakeman*

BY (DEPT HEAD): *[Signature]*

DATE: 08/26/2021

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 1

RECORDS OF: BUILDING AND SAFETY/CONSERVATION BUREAU - SPECIALIZED

/BAS/46/

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
X001. /BAS/46/	ABANDONED VEHICLE FILE Abandoned Autos: 1972.	CL+10	1/1/1972	12/31/1972	DO	000000078 CRC	818325	1
X001. /BAS/46/	ABANDONED VEHICLE FILE ABANDONED AUTOS	CL+10	1/1/1986	12/31/1986	DO	000000097 CRC	62105	2
X005. /BAS/46/	RELOCATION FILE Relocation files # 16875 - 16974. Approx. 1979	CL+10	1/1/1979	12/31/1979		000000029 CRC	802772	3
X005. /BAS/46/	RELOCATION FILE Relocation files # 16975 - 17049. Approx. 1978 - 1981	CL+10	1/1/1978	12/31/1981		000000030 CRC	802778	4
X005. /BAS/46/	RELOCATION FILE Relocation files 17050 - 17124. Approx. 1979 - 1982.	CL+10	1/1/1979	12/31/1982		000000031 CRC	802760	5
X005. /BAS/46/	RELOCATION FILE Relocation files # 17125 - 17222. Approx. 1979 - 1980	CL+10	1/1/1979	12/31/1980		000000032 CRC	802775	6
X005. /BAS/46/	RELOCATION FILE Relocation files # 17225 - 17324. Approx. 1979 - 1982	CL+10	1/1/1979	12/31/1982		000000033 CRC	802767	7
X005. /BAS/46/	RELOCATION FILE Relocation files # 18350 - 18447. Approx. 1982 1984	CL+10	1/1/1982	12/31/1984		000000033 CRC	802768	8
X005. /BAS/46/	RELOCATION FILE Relocation files 17325 - 17423. Approx. 1980 - 1982.	CL+10	1/1/1980	12/31/1982		000000034 CRC	802758	9
X005. /BAS/46/	RELOCATION FILE Relocation files # 17425 - 17522. Approx. 1980 - 1981	CL+10	1/1/1980	12/31/1981		000000035 CRC	802771	10
X005. /BAS/46/	RELOCATION FILE Relocation files # 17525 - 17624. Approx. 1980 - 1985	CL+10	1/1/1980	12/31/1985		000000036 CRC	802781	11
X005. /BAS/46/	RELOCATION FILE Relocation files # 17625 - 17724. Approx. 1980 - 1983	CL+10	1/1/1980	12/31/1983		000000037 CRC	802773	12
X005. /BAS/46/	RELOCATION FILE Relocation files # 17725 - 17824. Approx. 1981 - 1982	CL+10	1/1/1981	12/31/1982		000000038 CRC	802782	13
X005. /BAS/46/	RELOCATION FILE Relocation files # 17825 - 17948. Approx. 1981 - 1983	CL+10	1/1/1981	12/31/1983		000000039 CRC	802777	14
X005. /BAS/46/	RELOCATION FILE Relocation files # 17953 - 18074. Approx. 1981 - 1986	CL+10	1/1/1981	12/31/1986		000000040 CRC	802783	15
X005. /BAS/46/	RELOCATION FILE Relocation files 18075 - 18196. Approx. 1980 - 1984.	CL+10	1/1/1980	12/31/1984		000000041 CRC	802759	16
X005. /BAS/46/	RELOCATION FILE Relocation files # 18200 - 18347. Approx. 1982 1985	CL+10	1/1/1982	12/31/1985		000000042 CRC	802769	17
X005. /BAS/46/	RELOCATION FILE Relocation files # 18451 - 18571. Approx. 1982 - 1985	CL+10	1/1/1982	12/31/1985		000000044 CRC	802776	18
X005. /BAS/46/	RELOCATION FILE Relocation files # 18575 - 18699. Approx. 1982 - 1984	CL+10	1/1/1982	12/31/1984		000000045 CRC	802766	19
X005. /BAS/46/	RELOCATION FILE Relocation files # 18700 - 18824. Approx. 1984 - 1985	CL+10	1/1/1984	12/31/1985		000000046 CRC	802774	20
X005. /BAS/46/	RELOCATION FILE Relocation files # 18825 - 18949. Approx. 1985	CL+10	1/1/1985	12/31/1985		000000047 CRC	802770	21
X005. /BAS/46/	RELOCATION FILE Relocation files # 18950 - 19099. Approx. 1984 - 1985	CL+10	1/1/1984	12/31/1985		000000048 CRC	802779	22
X005. /BAS/46/	RELOCATION FILE Relocation files 19100 - 19224. Approx. 1984 - 1985.	CL+10	1/1/1984	12/31/1985		000000049 CRC	802761	23
X005. /BAS/46/	RELOCATION FILE Relocation files # 19225 - 19604. Approx. 1985 - 1986	CL+10	1/1/1985	12/31/1986		000000050 CRC	802780	24

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Number Boxes to be Destroyed This Page: 24

Reviewer Initials: FM

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2021

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 1

RECORDS OF: BUILDING AND SAFETY/CONSERVATION BUREAU - SPECIALIZED

/BAS/46/

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
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TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

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