

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

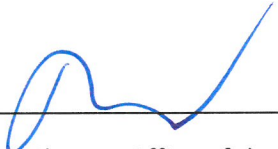
RECORDS OF: OFFICE OF THE CITY CLERK
ADMINISTRATIVE SERVICES DIVISION (CLK/13)
201 Boxes

RECORDS
DATED FROM 1983 - 2009

As summarized and detailed in the attached report from the City Clerk.

AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

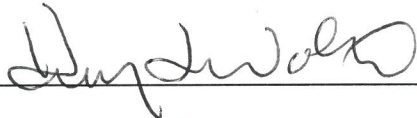


John Chavez, Office of the City Clerk

2/23/16

Date

CITY CLERK AUTHORIZATION:



Holly L. Wolcott, City Clerk

2/23/2016

Date

DATE OF

NOTIFICATION: February 29, 2016 (Records will be held for 60 days from this date)

Office of the City Clerk

Records Dispositions

Schedule Number: CLK/13
Division Name: Administrative Services

Schedule Item No:	Record Series Title	Date Range	# Boxes
A032	Mileage Statement	2002 – 2003	4 boxes
D010	Journal Vouchers	1999 – 2000	1 box
D023	Request for Payment	2005 – 2009	25 boxes
O001	Budget Administration Records	1994 – 1998	1 box
O007	Contracts (Personal Services & GCP)	1989 – 2004	70 boxes
O008	Correspondence & Subject Files	1991 – 1998	2 boxes
O011	Encumbrances/Expenditures Log Book	1985 – 2009	5 boxes
O013	Orders for Supplies and Equipment	2004 – 2009	65 boxes
O016	Time Off/Compensation Request	1994 – 1995	2 boxes
O017	Weekly Crew Timesheets	1992 – 2003	8 boxes
O018	Official Receipts	1983 – 2009	11 boxes
O021	Record of Official Advertising Inventory	1996 – 1999	7 boxes

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

RECORDS OF: CITY CLERK/ADMINISTRATIVE SERVICES

/CLK/13/

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
A032. /CLK/13/	MILEAGE STATEMENT MAYOR - MILEAGE STATEMENTS/AUTO INDEMINITY RECORDS FORM	TO+2	01/01/2002	12/31/2003	DO	000000428	712681	1
A032. /CLK/13/	MILEAGE STATEMENT CITY CLERK - MILEAGE STATEMENTS/AUTO INDEMNITY RECORDS FORM	TO+2	01/01/1999	12/31/1999	DO	000000355 CRC	712686	2
A032. /CLK/13/	MILEAGE STATEMENT CITY CLERK AND MAYOR - MILEAGE STATEMENTS/AUTO IDEMINITY RECORDS FORM	TO+2	01/01/2000	12/31/2000	DO	000000356 CRC	712687	3
A032. /CLK/13/	MILEAGE STATEMENT MAYOR & COUNCIL - MILEAGE INDEMNITY FORMS	TO+2	07/01/1997	12/31/2003	DO	000000431 CRC	712698	4
D010. /CLK/13/	JOURNAL VOUCHERS PRINTING & STORES	TO+3	07/01/1999	06/30/2000		000000225 CRC	133548	5
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 14 - Printing, City Store, AFE, GEF, IDO, TL, RF, CRC, AA/ AL/ TA	TO+3	07/01/2005	06/30/2006		000000453 CRC	743605	6
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - Outstanding SMUFS & City Stores	TO+3	07/01/2005	06/30/2006		000000454 CRC	743606	7
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - AFE, AA, AL, TA, JV, EX, CRC, IDO, PO decreases	TO+3	07/01/2005	06/30/2006		000000455 CRC	743607	8
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - Print Shop IV and SMUFS	TO+3	07/01/2005	06/30/2006		000000456 CRC	743608	9
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - TL POs / TL PVs (CLA), Contingency (CD1-CD15)	TO+3	07/01/2005	06/30/2006		000000457 CRC	743609	10
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - TL POs / TL PVs (CD1-CD8)	TO+3	07/01/2005	06/30/2006		000000458 CRC	743610	11
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - TL POs / TL PVs (CD9-CD15)	TO+3	07/01/2005	06/30/2006		000000459 CRC	743611	12
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 46 & Dept 14/ 892 - AA, AL, contingency, DE, EX, IDO, JV, RF, TA, SMUF, Stop Payment, Prior Yr TL P	TO+3	07/01/2005	06/30/2006		000000460 CRC	743612	13
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 46 - TL POs / TL PVs (TL646001-TL6460058)	TO+3	07/01/2005	06/30/2006		000000461 CRC	743613	14
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - AFE, AA, AL, TA, JV, IV, CRX, RF, IDO	TO+3	07/01/2007	06/30/2008		000000594 CRC	787132	15
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - Contingency (CD1-CD15)	TO+3	07/01/2007	06/30/2008		000000595 CRC	787133	16
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - TL Pos/TL PVs (CD1-CD8)	TO+3	07/01/2007	06/30/2008		000000596 CRC	787134	17
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - TL POs / TL PVs (CD9-CLA), Advance Payment, DE, Purchasing Card PVs	TO+3	07/01/2007	06/30/2008		000000597 CRC	787135	18
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 46 & Dept 14/ 892 - Travel, AA, AL/TA, JV, SMUFs, IDO	TO+3	07/01/2007	06/30/2008		000000598 CRC	787136	19
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 56 - AA, AL, IV, JV, PO, Vendor Maintenance	TO+3	07/01/2006	06/30/2007		000000599 CRC	787137	20
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 56 - AA, AL, IV, JV, PO, Vendor Maintenance	TO+3	07/01/2007	06/30/2008		000000600 CRC	787138	21
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 56 - Heritage Month Pos, Officials Visits Pos, SMS Pos	TO+3	07/01/2007	06/30/2008		000000601 CRC	787139	22
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - SMUFs & IVs, City Stores	TO+3	07/01/2008	06/30/2009		000000602 CRC	787140	23
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - AFE, AA, AL, TA, JV, IV, CRX, RF, IDO	TO+3	07/01/2008	06/30/2009		000000603 CRC	787141	24
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - Contingency (CD1-CD15), DE PVs, Advance Payment PVs, Purchasing Card PVs	TO+3	07/01/2008	06/30/2009		000000604 CRC	787142	25

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

RECORDS OF: CITY CLERK/ADMINISTRATIVE SERVICES

/CLK/13/

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
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 28 - TL Pos/TL PVs (CD1-CLA)	TO+3	07/01/2008	06/30/2009		000000605	787143	26
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 46 - SMUFs	TO+3	07/01/2008	06/30/2009		000000606	787144	27
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 46 & Dept 14/ 892 - Travel, IV, IDO, Purchasing Card, AFE	TO+3	07/01/2008	06/30/2009		000000607	787145	28
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 56 - AL, CD, IV, JV, PO, Vendor Maintenance	TO+3	07/01/2008	06/30/2009		000000608	787146	29
D023. /CLK/13/	REQUEST FOR PAYMENT (GEN.81) Dept 56 - AA, AUTH, Heritage Month POs, Officials Visits POs	TO+3	07/01/2008	06/30/2009		000000609	787147	30
O001. /CLK/13/	BUDGET ADMINISTRATION RECORDS GCP Budget Information	TO+5	07/01/1994	06/30/1998	DO	000000338	134188	31
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) CONTRACT GCP E - L	TE+10	07/01/1992	03/14/1997		000000193	133541	32
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS S - V	TE+10	01/01/1999	01/21/1999		000000255	133562	33
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS N - P	TE+10	01/03/1997	01/04/1999		000000256	133563	34
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS N	TE+10	01/05/1996	03/17/1999		000000257	133564	35
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS C - F	TE+10	01/05/1996	12/29/1998		000000258	133565	36
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS H - L	TE+10	12/15/1994	06/08/1998		000000259	133566	37
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS C	TE+10	07/01/1996	06/30/1998		000000260	133567	38
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS C	TE+10	03/20/1996	08/18/1998		000000261	133568	39
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS L	TE+10	01/24/1997	04/26/1999		000000262	133569	40
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS L - M	TE+10	07/24/1997	03/03/1999		000000263	133570	41
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS E - G	TE+10	06/19/1996	09/15/1998		000000264	133571	42
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS 4 - B	TE+10	08/16/1996	08/20/1998		000000265	133572	43
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS V - Y	TE+10	09/10/1997	11/02/1998		000000266	133573	44
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS T - V	TE+10	07/01/1995	09/28/1998		000000267	133574	45
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS L - M	TE+10	02/28/1996	01/16/1999		000000268	133575	46
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS S - T	TE+10	03/19/1996	01/29/1999		000000269	133576	47
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS H - L	TE+10	03/12/1996	08/03/1998		000000270	133577	48
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS P - S	TE+10	11/07/1996	12/29/1998		000000271	133578	49
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS B - C	TE+10	07/01/1994	10/30/1999		000000272	133579	50

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 2/10/2015

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RECORDS OF: CITY CLERK/ADMINISTRATIVE SERVICES

/CLK/13/

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. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS C	TE+10	03/31/1995	09/06/1998		000000273	133580	51
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP CONTRACTS M - P	TE+10	09/03/1996	06/24/1998		000000274	133581	52
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) CONTRACT GCP (A - Y)	TE+10	07/01/1997	06/30/1998	DO	000000315	133629	53
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) CONTRACT GCP (B - E)	TE+10	07/01/1998	06/30/1999	DO	000000316	133630	54
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) CONTRACT GCP (G - L)	TE+10	07/01/1998	06/30/1999	DO	000000317	133631	55
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) CONTRACT GCP (M - P)	TE+10	07/01/1998	06/30/1999	DO	000000318	133632	56
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) CONTRACT GCP (S - W)	TE+10	07/01/1998	06/30/1999	DO	000000319	133633	57
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) CONTRACT GCP (A - W)	TE+10	07/01/1999	06/30/2000	DO	000000320	133634	58
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) CONTRACT GCP (10TH - I)	TE+10	07/01/1999	06/30/2000	DO	000000321	133635	59
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) CONTRACT GCP (L)	TE+10	07/01/1999	06/30/2000	DO	000000322	133636	60
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) CONTRACT GCP (L - O)	TE+10	07/01/1999	06/30/2000	DO	000000323	133637	61
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) CONTRACT GCP (P - W)	TE+10	07/01/1999	06/30/2000	DO	000000324	133638	62
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) DEPT 46 - MAYOR'S CONTRACTS	TE+10	07/01/1993	06/30/2002		000000379	712639	63
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) DEPT 56 - (GCP CONTRACTS) 4TH OF JULY CELEBRATION - CITY LIFE EXPLORER (LIST OF CONTRA	TE+10	09/22/1994	07/31/2003		000000408	712641	64
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) DEPT 56 - (GCP CONTRACTS) CLINICA MONS. - EAGLE ROCK COMM. CULTURAL (LIST OF CONTRAC	TE+10	07/01/2001	06/30/2003		000000409	712642	65
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) DEPT 56 - (GCP CONTRACTS) EAST WEST PLAYERS - LACC/CLEAN & GREEN (LIST OF CONTRACTS .	TE+10	07/01/2000	06/30/2003		000000410	712643	66
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) DEPT 56 - (GCP CONTRACTS) LA CONVENTION & VISITORS BUR. - LA FREE CLINIC (LIST OF CONTR	TE+10	07/01/2000	06/30/2003		000000411	712644	67
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) DEPT 56 - (GCP CONTRACTS) LA GAY & LESBIAN - NATIONAL PARK FOUNDATON (LIST OF CONTRA	TE+10	07/01/2001	11/15/2003		000000412	712645	68
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) DEPT 56 - (GCP CONTRACTS) NEW CITY AMERICA - PEOPLE IN PROGRESS (LIST OF CONTRACTS A	TE+10	07/01/2001	06/30/2003		000000413	712646	69
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) DEPT 56 - (GCP CONTRACTS) PERFORMING ARTS CENTER - SAINT MARY'S FOUNDATION (LIST OF	TE+10	07/01/2001	06/30/2003		000000414	712647	70
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) DEPT 56 - (GCP CONTRACTS) VALLEY CULTURAL CTR - YUCCA CORRDDOR COALITION (LIST OF CC	TE+10	07/01/2001	12/31/2003		000000415	712648	71
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Contracts	TE+10	01/01/1990	12/31/1991		000000132	743965	72
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Contracts	TE+10	01/01/1991	12/31/1992		000000134	743967	73
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Contracts	TE+10	01/01/1991	12/31/1992		000000135	743968	74
						CRC		
0007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Contracts	TE+10	01/01/1991	12/31/1992		000000136	743969	75
						CRC		

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

RECORDS OF: CITY CLERK/ADMINISTRATIVE SERVICES

/CLK/13/

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. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Contracts	TE+10	01/01/1990	12/31/1992		000000028	744003	76
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) Dept. 56 (GCP contracts) - Neighborhood Oasis Land Trust C-106361	TE+10	07/01/2003	06/30/2004		000000611	787149	77
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) "1994-1995 GCP CD Allocations. #8 Official Records. Subject Files." Vol. 1, 2, 3	TE+10	07/01/1994	06/30/1995		000000325	800506	78
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) "1997 - 1998 GCP CD Allocations. #8 Original Records ;; Subject Files."	TE+10	07/01/1997	06/30/1998		000000328	800627	79
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) "07/1997 - 06/1999 Interdepartmental Chargeback Billings	TE+10	07/01/1997	06/30/1999		000000339	800628	80
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) "1995-1996 GCP CD Allocations. #8 Original Records; Subject Files.""	TE+10	07/01/1995	06/30/1996		000000326	800629	81
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) "1996 - 1997 GCP CD Allocations. #8 Original Records; Subject Files."	TE+10	07/01/1996	06/30/1997		000000327	800646	82
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Contracts FY 1991-1992. Project Heavy West - Sylmar Chamber of Commerce.	TE+10	07/01/1991	06/30/1992		000000138	811458	83
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Contracts, FY 1990-1991. People in Progress - Sylmar Civic Assn.	TE+10	07/01/1990	06/30/1991		000000027	811626	84
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Contracts, FY 1990-1991. 10th District - Brentwood Beautiful.	TE+10	07/01/1990	06/30/1991		000000022	811629	85
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Contracts, FY 1992-1993. Friends of the Observatory - LAUSD	TE+10	07/01/1992	06/30/1993		000000146	811797	86
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Contracts, FY 1992-1993. United Community - Wilshire Community.	TE+10	07/01/1992	06/30/1993		000000148	811996	87
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Closed Contracts, FY 1992-1993. Northeast Division (Blended) - Sylmar Recreation Center Association.	TE+10	07/01/1992	06/30/1993		000000147	813108	88
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Closed Contracts, FY 1989-1990. San Fernando Valley Child Guidance - Young People of Watts. List in	TE+10	07/01/1989	06/30/1990		000000021	813109	89
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Closed Contracts, FY 1992-1993. Abbot Kinney - El Rescate. List in box.	TE+10	07/01/1992	06/30/1993		000000144	813110	90
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Closed Contracts, FY 1990-1991. Summerendipity - UCHDC: Beverly-Fairfax. List in box.	TE+10	07/01/1990	06/30/1991		000000130	813111	91
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Closed Contracts, FY 1990-1991. Devonshire Pals - Hollywood Police Support Association. List in box.	TE+10	07/01/1990	06/30/1991		000000025	813114	92
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Closed Contracts, FY 1990-1991. Volunteer Center of Los Angeles - World Opportunities International.	TE+10	07/01/1990	06/30/1991		000000131	813115	93
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Closed Contracts, FY 1991-1992. Northeast Police Athletic League - People in Progress. List in box.	TE+10	07/01/1991	06/30/1992		000000137	813116	94
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) Termination of Agreement (for individuals). 1991 - 1993: A-Z	TE+10	01/01/1991	12/31/1993		000000018	813117	95
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Closed Contracts, FY 1989-1990. League of Women Voters - WLA Japanese Community Center. List in	TE+10	07/01/1989	06/30/1990		000000140	813123	96
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Closed Contracts, FY 1991-1992. UCLA Hillel - YMCA 28th St Crenshaw. List in box.	TE+10	07/01/1991	06/30/1992		000000139	813126	97
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Closed Contracts, FY 1991-1992. Harbor City - Los Angeles Free Clinic. List in box.	TE+10	07/01/1991	06/30/1992		000000135	813127	98
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Closed Contracts, FY 1990-1991. Canoga Park Community Center - Crtitenton Center. List in box.	TE+10	07/01/1990	06/30/1991		000000023	813128	99
O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Contracts, FY 1989-1990. Delta Sigma Theta Life Development - Homestead Hospice Pioneer House. L	TE+10	07/01/1989	06/30/1990		000000020	813130	100

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RECORDS OF: CITY CLERK/ADMINISTRATIVE SERVICES

/CLK/13/

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O007. /CLK/13/	CONTRACTS (PERSONAL SERVICES & GCP) GCP Contracts, FY 1989-1990. International Visitors' Council - Mountains Recreation and Conservation. List	TE+10	07/01/1989	06/30/1990		000000026	813131	101
O008. /CLK/13/	CORRESPONDENCE AND SUBJECT FILES Salary Projections FY 1996-1997; FY 1995-1996; FY 1997-1998	TO+2	07/01/1992	06/30/1998		000000292	799519	102
O008. /CLK/13/	CORRESPONDENCE AND SUBJECT FILES 1099 Review - IRS: 9/25/1995 - 8/15/1996	TO+2	12/31/1991	06/30/1998		000000291	799520	103
O011. /CLK/13/	ENCUMBRANCES/EXPENDITURES LOG BOOK	TO+3	01/01/1992	12/31/1993		000000133	743966	104
O011. /CLK/13/	ENCUMBRANCES/EXPENDITURES LOG BOOK Dept. 14 - Purchasing Card Logs w/ Original Receipts	TO+3	07/01/2008	06/30/2009		000000593	787131	105
O011. /CLK/13/	ENCUMBRANCES/EXPENDITURES LOG BOOK FISCAL LOG BOOKS. Sched. 11 Orig. FY 1991 - 1993	TO+3	07/01/1991	06/30/1993		000000295	799170	106
O011. /CLK/13/	ENCUMBRANCES/EXPENDITURES LOG BOOK FISCAL LOG BOOKS. Sched. 11 Orig. FY 1990 - 1994	TO+3	07/01/1990	06/30/1994		000000294	799359	107
O011. /CLK/13/	ENCUMBRANCES/EXPENDITURES LOG BOOK FISCAL LOG BOOKS. Sched. 11 Orig. FY 1985 - 1990	TO+3	07/01/1985	06/30/1990		000000293	799503	108
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 14 - Supplies Orders/ CPO #424567- 539121	TO+2	07/01/2004	06/30/2005		000000469	743621	109
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 14 - Supplies Orde4rs/ CPO #540298 - 657450	TO+2	07/01/2005	06/30/2006		000000470	743622	110
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept 28 - Supplies Orders/ CPOs: A - AT&T (CD1 - CD11) CD12- none	TO+2	07/01/2004	06/30/2005		000000473	743625	111
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: AT&T (CD13 - CLA) - C	TO+2	07/01/2004	06/30/2005		000000474	743626	112
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: D - G	TO+2	07/01/2004	06/30/2005		000000475	743627	113
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: H-Office Depot (CD1-CD 6)	TO+2	07/01/2004	06/30/2005		000000476	743628	114
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Office Depot (CD7-CD14)	TO+2	07/01/2004	06/30/2005		000000477	743629	115
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Office Depot (CD15-CLA) & Spicers (CD1-CLA)	TO+2	07/01/2004	06/30/2005		000000478	743630	116
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Sprint (CD1- CLA) - X	TO+2	07/01/2004	06/30/2005		000000479	743631	117
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: A - Cingular (CD1-CD6)	TO+2	07/01/2005	06/30/2006		000000480	743632	118
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Cingular(CD7- CLA) & DS Waters (CD1- CD11)	TO+2	07/01/2005	06/30/2006		000000481	743633	119
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs:- DS Waters (CD12-CLA) & Office Depot (CD1-CD2)/ CD 3 -CD 10 in Bc	TO+2	07/01/2005	06/30/2006		000000482	743634	120
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Office Depot (CD11 - CLA)	TO+2	07/01/2005	06/30/2006		000000483	743635	121
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: P - Sprint (CD1 - CD5)	TO+2	07/01/2005	06/30/2006		000000484	743636	122
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Sprint (CD6 - CLA) - W	TO+2	07/01/2005	06/30/2006		000000485	743637	123
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: A - Z (FY 04 - 05)	TO+2	07/01/2004	06/30/2005		000000486	743638	124
O013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: Cingular & Canon	TO+2	07/01/2004	06/30/2005		000000487	743639	125

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

RECORDS OF: CITY CLERK/ADMINISTRATIVE SERVICES

/CLK/13/

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
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: A - Z (FY 05 - 06) Excluding Office Depot & Verizon	TO+2	07/01/2005	06/30/2006		000000488	743640	126
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: Office Depot (FY 04-05)	TO+2	07/01/2004	06/30/2005		000000489	743641	127
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: Office Depot (FY 05-06)	TO+2	07/01/2005	06/30/2006		000000490	743642	128
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: Verizon (Acct #'s 270526468, 1513333 & 270468333)	TO+2	07/01/2005	06/30/2006		000000491	743643	129
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept.28 - Supplies Order/ CPOs: Office Depot (CD 3 - CD 10)	TO+2	07/01/2005	06/30/2006		000000492	743644	130
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 14 - Supplies Orders/ CPO #660269 - 735860	TO+2	07/01/2006	06/30/2007		000000493	767309	131
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 14 - Supplies Orders/ CPO #731550 - 783643	TO+2	07/01/2006	06/30/2007		000000494	767310	132
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept 28 - Supplies Orders/ CPOs: A - Cingular (CD1 - CD2)	TO+2	07/01/2006	06/30/2007		000000496	767312	133
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Cingular (CD4 - CD12)	TO+2	07/01/2006	06/30/2007		000000497	767313	134
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Cingular (CD13 - DS Waters (CD1 - CD14)	TO+2	07/01/2006	06/30/2007		000000498	767314	135
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: E - O	TO+2	07/01/2006	06/30/2007		000000499	767315	136
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Office Depot (CD1-CD11)	TO+2	07/01/2006	06/30/2007		000000500	767316	137
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Office Depot (CD12 - CLA)	TO+2	07/01/2006	06/30/2007		000000501	767317	138
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: P - S	TO+2	07/01/2006	06/30/2007		000000502	767318	139
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: T - W	TO+2	07/01/2006	06/30/2007		000000503	767319	140
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: A - L	TO+2	07/01/2006	06/30/2007		000000504	767320	141
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: Cingular	TO+2	07/01/2006	06/30/2007		000000505	767321	142
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: Office Depot	TO+2	07/01/2006	06/30/2007		000000506	767322	143
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: Misc S., Spicers, Skytel, Verizon	TO+2	07/01/2006	06/30/2007		000000507	767323	144
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 14 - Supplies Orders/ CPO #809954 - 882826	TO+2	07/01/2007	06/30/2008		000000562	787100	145
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: A - AT&T (CD1 - CD2)	TO+2	07/01/2007	06/30/2008		000000564	787102	146
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: AT&T (CD6-CD10)	TO+2	07/01/2007	06/30/2008		000000565	787103	147
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: AT&T (CD11-CD13)	TO+2	07/01/2007	06/30/2008		000000566	787104	148
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: AT&T(CD14-CLA) - F	TO+2	07/01/2007	06/30/2008		000000567	787105	149
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: H - N	TO+2	07/01/2007	06/30/2008		000000568	787106	150

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

RECORDS OF: CITY CLERK/ADMINISTRATIVE SERVICES

/CLK/13/

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
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Office Depot (CD1-CD10)	TO+2	07/01/2007	06/30/2008		000000569	787107	151
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Office Depot (CD11-CD15)	TO+2	07/01/2007	06/30/2008		000000570	787108	152
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Office Depot (CLA) - SINAS	TO+2	07/01/2007	06/30/2008		000000571	787109	153
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Spicers (CD1 -CLA) - Verizon (CD1 - CD3)	TO+2	07/01/2007	06/30/2008		000000572	787110	154
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Verizon (CD4 - CLA)	TO+2	07/01/2007	06/30/2008		000000573	787111	155
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs:AT&T	TO+2	07/01/2007	06/30/2008		000000574	787112	156
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: AT&T	TO+2	07/01/2007	06/30/2008		000000575	787113	157
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: A-Z (except AT&T)	TO+2	07/01/2007	06/30/2008		000000576	787114	158
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 14 - Supplies Orders/ CPO #905771 - 1021708	TO+2	07/01/2008	06/30/2009		000000577	787115	159
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: A - AT&T (CD1)	TO+2	07/01/2008	06/30/2009		000000579	787117	160
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: AT&T (CD2-CD10)	TO+2	07/01/2008	06/30/2009		000000580	787118	161
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: AT&T (CD11-CD13)	TO+2	07/01/2008	06/30/2009		000000581	787119	162
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: AT&T(CD14-CLA) - N	TO+2	07/01/2008	06/30/2009		000000582	787120	163
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Office Depot (CD1-CD11)	TO+2	07/01/2008	06/30/2009		000000583	787121	164
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Office Depot (CD12-CLA)	TO+2	07/01/2008	06/30/2009		000000584	787122	165
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: P - Ricoh (CD1-CLA)	TO+2	07/01/2008	06/30/2009		000000585	787123	166
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: S - Verizon (CD2-CD3)	TO+2	07/01/2008	06/30/2009		000000586	787124	167
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Verizon (CD4 - CD14)	TO+2	07/01/2008	06/30/2009		000000587	787125	168
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 28 - Supplies Orders/ CPOs: Verizon (CD15) - Z	TO+2	07/01/2008	06/30/2009		000000588	787126	169
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) ept. 46 - Supplies Orders/ CPOs:AT&T	TO+2	07/01/2008	06/30/2009		000000589	787127	170
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: AT&T	TO+2	07/01/2008	06/30/2009		000000590	787128	171
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: A-Z (except AT&T & Office Depot)	TO+2	07/01/2008	06/30/2009		000000591	787129	172
0013. /CLK/13/	ORDERS FOR SUPPLIES AND EQUIPMENT (183) Dept. 46 - Supplies Orders/ CPOs: Office Depot	TO+2	07/01/2008	06/30/2009		000000592	787130	173
0016. /CLK/13/	TIME OFF/COMPENSATION REQUEST (GEN.68) City Clerk Time Off-Comp Req.	TO+2	01/01/1994	12/31/1995		000000019	743959	174
0016. /CLK/13/	TIME OFF/COMPENSATION REQUEST (GEN.68) City Clerk Time Off-Comp. Req.	TO+2	01/01/1995	12/31/1995		000000027	743964	175

**CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DETROY OBSOLETE RECORDS
(ORIGINAL RECORDS)**

RECORDS OF: CITY CLERK/ADMINISTRATIVE SERVICES

/CLK/13/

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
O017. /CLK/13/	WEEKLY CREW TIMESHEETS (5054) CITY CLERK TIME SHEETS	TO+5	01/01/2001	12/27/2003		000000425	712678	176
O017. /CLK/13/	WEEKLY CREW TIMESHEETS (5054) MAYOR TIME SHEETS	TO+5	06/30/2003	12/27/2003		000000427	712680	177
O017. /CLK/13/	WEEKLY CREW TIMESHEETS (5054) COUNCIL & COUNCIL AS NEEDED TIME SHEETS	TO+5	12/16/2001	05/31/2003		000000429	712696	178
O017. /CLK/13/	WEEKLY CREW TIMESHEETS (5054) COUNCIL & COUNCIL AS NEEDED TIME SHEETS	TO+5	05/01/2003	12/27/2003		000000430	712697	179
O017. /CLK/13/	WEEKLY CREW TIMESHEETS (5054) Council Timesheets	TO+5	01/01/1993	12/31/1993		000000023	743960	180
O017. /CLK/13/	WEEKLY CREW TIMESHEETS (5054) Council Time sheets	TO+5	01/01/1992	12/31/1993		000000024	743961	181
O017. /CLK/13/	WEEKLY CREW TIMESHEETS (5054) Council Clerk Timesheets	TO+5	01/01/1993	12/31/1993		000000025	743962	182
O017. /CLK/13/	WEEKLY CREW TIMESHEETS (5054) City Clerk Timesheets	TO+5	01/01/1993	12/31/1993		000000026	743963	183
O018. /CLK/13/	OFFICIAL RECEIPTS Dept. 14, 28, 46, 56 - Cash Receipts (FY 04 - 05)	TO+2	07/01/2004	06/30/2005		000000471	743623	184
O018. /CLK/13/	OFFICIAL RECEIPTS Dept. 14, 28, 46, 56 - Cash Receipts (FY 05 - 06)	TO+2	07/01/2005	06/30/2006		000000472	743624	185
O018. /CLK/13/	OFFICIAL RECEIPTS Dept. 14, 28, 46, 56 - Cash Receipts (FY 06 - 07)	TO+2	07/01/2006	06/30/2007		000000495	767311	186
O018. /CLK/13/	OFFICIAL RECEIPTS Dept. 14, 28, 46, 56 - Cash Receipts (FY 07 - 08)	TO+2	07/01/2007	06/30/2008		000000563	787101	187
O018. /CLK/13/	OFFICIAL RECEIPTS Dept. 14, 28, 46, 56 - Cash Receipts (FY 08 - 09)	TO+2	07/01/2008	06/30/2009		000000578	787116	188
O018. /CLK/13/	OFFICIAL RECEIPTS City Clerk Council, Fund 100, Cash Receipts. FY 1996-1997	TO+2	07/01/1996	06/30/1997		000000213	799508	189
O018. /CLK/13/	OFFICIAL RECEIPTS Cash Receipts FY 1997-1998: 1062-5063; 4712-9107; 9345-13170.	TO+2	07/01/1997	06/30/1998		000000278	799509	190
O018. /CLK/13/	OFFICIAL RECEIPTS Cash Receipts 1983-1985. Receipts for Affidavits, Maps & Deeds, Publications, Certified copies.	TO+2	01/01/1983	12/31/1985		000000037	811711	191
O018. /CLK/13/	OFFICIAL RECEIPTS Cash Receipts June 1990 - June 1991. Receipts for Affidavits, Maps & Deeds, Publications, Certified copies.	TO+2	06/01/1991	06/30/1991		000000038	813113	192
O018. /CLK/13/	OFFICIAL RECEIPTS Cash Receipts FY 1991 - 1992. Receipts for Affidavits, Maps & Deeds, Publications, Certified copies.	TO+2	07/01/1991	06/30/1992		000000039	813129	193
O018. /CLK/13/	OFFICIAL RECEIPTS Cash Receipts FY 1993 - 1994. Receipts for Affidavits, Maps & Deeds, Publications, Certified copies.	TO+2	07/01/1993	06/30/1994		000000142	813133	194
O021. /CLK/13/	RECORD OF OFFICIAL ADVERTISING INVENTORY Official Notices 1996-1997	TO+2	07/01/1996	06/30/1997		000000153	799510	195
O021. /CLK/13/	RECORD OF OFFICIAL ADVERTISING INVENTORY Official Notices, Fund 100. V093 - V135. FY 1996-19978	TO+2	07/01/1996	06/30/1997		000000231	799511	196
O021. /CLK/13/	RECORD OF OFFICIAL ADVERTISING INVENTORY General City Purposes, Dept. 56. Official Notices, FY 1997-1998	TO+2	07/01/1997	06/30/1998		000000277	799512	197
O021. /CLK/13/	RECORD OF OFFICIAL ADVERTISING INVENTORY Official Notices, FY 1996-1997	TO+2	07/01/1996	06/30/1997		000000152	799513	198
O021. /CLK/13/	RECORD OF OFFICIAL ADVERTISING INVENTORY Official Notices FY 1997-1998. PV's P036 - P080	TO+2	07/01/1997	06/30/1998		000000218	799517	199
O021. /CLK/13/	RECORD OF OFFICIAL ADVERTISING INVENTORY Official Notices FY 1997-1998. PV's V144 - V158. P001 - P035.	TO+2	07/01/1997	06/30/1998		000000217	799518	200

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

Date: 2/10/2015

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RECORDS OF: CITY CLERK/ADMINISTRATIVE SERVICES

/CLK/13/

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
0021. /CLK/13/	RECORD OF OFFICIAL ADVERTISING INVENTORY General City Purposes, Dept. 56. Official Notices, FY 1998-1999. PV 9910056P007 - P019. Metropolitan Ne	TO+2	07/01/1998	06/30/1999		000000276	800505	201
						CRC		

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 201

Minus excluded boxes:

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

0
201
=====

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): _____ DATE: _____

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