



# CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

\* **Records of Department:**

**Additional Information:**

**Submitting Date:**   Email me a copy

\* **Quantity:**

**Records Dated From**  **To**

**Description:**

**Attachment:** [2 MB max]  [CEROO 0244 32 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

**Authorizing Person:**

**Date Signed:**

**APPROVE**

**REJECT**

**Signature:**

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

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

Date: 4/29/2020

**BOX SUMMARY BY RECORD SERIES:**

Summary Page 1 of 1

RECORDS OF: CITY EMPLOYEES' RETIREMENT SYSTEM/CITY EMPLOYEES' RETIREM /CER/OO/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O001.	AGENDAS	4/13/1976	9/25/1979	AR+2	2
O003.	BOND EXCHANGES	1/1/1976	12/31/1978	TO+2	4
O004.	BONDS	1/1/1953	12/31/1961	CL+10	1
O007.	CORRESPONDENCE FILES	1/1/1963	8/1/2007	AR+2	10
O009.	DEPOSIT CERTIFICATES (GEN. 2)	7/1/1960	11/30/1971	AU+2	2
O015.	INVESTMENT REPORTS	7/1/1950	12/31/1972	TO+2	4
O025.	REQUEST FOR PAYMENT LISTING (REFUND ROLL)	1/1/1968	6/30/1990	TO+2	4
O029.	STOCK PURCHASES AND SALES	5/10/1967	9/8/1972	AU+2	1
O030.	STOCK PURCHASE LETTERS	2/1/1978	6/30/1979	TO+2	1
O033.	WEEKLY CREW TIMESHEET (5054)	5/1/1971	12/31/1980	TO+5	32
O035.	PROPOSALS FROM INVESTMENT COUNSELORS	1/1/1973	12/31/1980	TO+5	1

Excluded Boxes:

85897

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

33

Minus excluded boxes:

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

1

**TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION**

32

**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):

Dale Wong Nguyen  
DocuSigned by:  
 955A7447BBAA474...

BY (DEPT HEAD):

Dale Wong Nguyen  
DocuSigned by:  
 955A7447BBAA474...

DATE: 4/30/2020

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

Date: 4/30/2020

**BOX LISTING BY RECORD SERIES:**

Box List Page 1 of 2

**RECORDS OF:** CITY EMPLOYEES' RETIREMENT SYSTEM/CITY EMPLOYEES'

**/CER/00/**

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. /CER/00/	<b>AGENDAS</b> Agendas: April 13, 1976 - Sept. 25, 1979.	AR+2	4/13/1976	9/25/1979		00000004 CRC	64432	1
O001. /CER/00/	<b>AGENDAS</b> Board of Administration Agendas: April 13, 1976 - Sept. 25, 1979 [3 binders]	AR+2	4/13/1976	9/25/1979		00000004 CRC	813412	2
O003. /CER/00/	<b>BOND EXCHANGES</b> Bonds exchanged or sold Dow - Gulf. 1976-1977 (dates approximate).	TO+2	1/1/1976	12/31/1977		000000022 CRC	64450	3
O003. /CER/00/	<b>BOND EXCHANGES</b> Bonds exchanged or sold Household Finance - N.L. Industries. 1976-1978 (dates approximate).	TO+2	1/1/1976	12/31/1978		000000023 CRC	64451	4
O003. /CER/00/	<b>BOND EXCHANGES</b> Label on box: H-5 Released Bonds."	TO+2	1/1/1976	12/31/1978		000000024 CRC	64454	5
O003. /CER/00/	<b>BOND EXCHANGES</b> Bonds exchanged or sold: Pacific - Shell. 1976-1977 (dates approximate).	TO+2	1/1/1976	12/31/1977		000000025 CRC	808020	6
O004. /CER/00/	<b>BONDS</b> BOND SCHEDULES 1953-1961	CL+10	1/1/1953	12/31/1961		CRC	31088	7
O007. /CER/00/	<b>CORRESPONDENCE FILES</b> Cancelled retirement checks (checks issued, then recalled due to retiree circumstances), 1963-1966, dats app	AR+2	1/1/1963	12/31/1966		CRC	4180	8
O007. /CER/00/	<b>CORRESPONDENCE FILES</b> Buy and Write Options Worksheets 1/1/1981 - 5/4/1981.	AR+2	11/1/1980	5/30/1981		000000001 CRC	85210	9
O007. /CER/00/	<b>CORRESPONDENCE FILES</b> Retirement Roll Worksheets Nov. 1979 - Dec.31, 1980, and July 1977 - Dec. 1978.	AR+2	7/1/1975	12/31/1979		000000003 CRC	85212	10
O007. /CER/00/	<b>CORRESPONDENCE FILES</b> Contracts and investments 1969 - 1974 approx.	AR+2	1/1/1969	12/31/1974		000000006 CRC	85215	11
O007. /CER/00/	<b>CORRESPONDENCE FILES</b> Contracts/documents for various investments, bonds, securities, etc.	AR+2	1/1/1964	4/30/1971		000000008 CRC	85217	12
O007. /CER/00/	<b>CORRESPONDENCE FILES</b> Contracts/documents for various investments, bonds, securities, etc.	AR+2	1/1/1964	4/30/1971		000000009 CRC	85218	13
O007. /CER/00/	<b>CORRESPONDENCE FILES</b> Member Status Reports, DATA INTEGRITY PROJECT. MEMBERSHIP DATES. BOX 1of 4	AR+2	9/1/2006	8/1/2007	DO	000000347 CRC	746435	14
O007. /CER/00/	<b>CORRESPONDENCE FILES</b> Member Status Reports, DATA INTEGRITY PROJECT. MEMBERSHIP DATES. BOX 2 of 4	AR+2	9/1/2006	8/1/2007	DO	000000348 CRC	746436	15
O007. /CER/00/	<b>CORRESPONDENCE FILES</b> Member Status Reports, DATA INTEGRITY PROJECT. MEMBERSHIP DATES. BOX 3 of 4	AR+2	9/1/2006	8/1/2007	DO	000000349 CRC	746437	16
O007. /CER/00/	<b>CORRESPONDENCE FILES</b> Member Status Reports, DATA INTEGRITY PROJECT. MEMBERSHIP DATES. BOX 4of 4	AR+2	9/1/2006	8/1/2007	DO	000000350 CRC	746438	17
O009. /CER/00/	<b>DEPOSIT CERTIFICATES (GEN. 2)</b> Cash Deposits, Internal Demands	AU+2	7/1/1960	1/27/1967	DO	CRC	1879	18
O009. /CER/00/	<b>DEPOSIT CERTIFICATES (GEN. 2)</b> Deposit Certificates: April 12, 1969 to Nov. 30, 1971.	AU+2	4/12/1969	11/30/1971		CRC	4172	19
O015. /CER/00/	<b>INVESTMENT REPORTS</b> Retirement Expense and Income Tracking Summaries, 1962-1970.	TO+2	1/1/1962	12/31/1970		CRC	31138	20
O015. /CER/00/	<b>INVESTMENT REPORTS</b> SAVE FOR POSSIBLE HISTORICAL VALUE.	TO+2	7/1/1950	6/30/1963		CRC	6252	21
O015. /CER/00/	<b>INVESTMENT REPORTS</b> SAVE FOR POSSIBLE HISTORICAL VALUE.	TO+2	7/1/1964	6/30/1972		CRC	6256	22
O015. /CER/00/	<b>INVESTMENT REPORTS</b> Closing documents for various investments. 1966 - 1972	TO+2	1/1/1966	12/31/1972		000000005 CRC	85214	23
O025. /CER/00/	<b>REQUEST FOR PAYMENT LISTING (REFUND ROLL)</b> Cost of Living Printouts, AMRIS Balancing Sheets, Terminations and Refunds 1968-1977.	TO+2	1/1/1968	12/31/1977		000000002 CRC	64430	24
O025. /CER/00/	<b>REQUEST FOR PAYMENT LISTING (REFUND ROLL)</b> Refund Rolls, Defrayals, Authorization for Expenditure, Sub POs, etc. 1977-1978.	TO+2	1/1/1976	12/31/1978		000000003 CRC	64431	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:** \_\_\_\_\_

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

Date: 4/30/2020

**BOX LISTING BY RECORD SERIES:**

Box List Page 2 of 2

**RECORDS OF:** CITY EMPLOYEES' RETIREMENT SYSTEM/CITY EMPLOYEES'

**/CER/00/**

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
O025. /CER/00/	<b>REQUEST FOR PAYMENT LISTING (REFUND ROLL)</b> Refund Roll 1/3/1979 to 6/21/1979	TO+2	3/1/1978	6/30/1979		000000019 CRC	64447	26
O025. /CER/00/	<b>REQUEST FOR PAYMENT LISTING (REFUND ROLL)</b> REFUND ROLL	TO+2	7/1/1984	6/30/1990	DO	000000135 CRC	107528	27
O029. /CER/00/	<b>STOCK PURCHASES AND SALES</b> Stock Purchases, Source Documents, Transactions Completed: 5/10/1967 - 9/8/1972.	AU+2	5/10/1967	9/8/1972		CRC	4580	28
O030. /CER/00/	<b>STOCK PURCHASE LETTERS</b> Options Worksheets Jan. - June 1979	TO+2	2/1/1978	6/30/1979		000000015 CRC	64443	29
O033. /CER/00/	<b>WEEKLY CREW TIMESHEET (5054)</b> Payroll Reimbursement Worksheets; Weekly Crew Timesheets. 1975, 1978, Dec. 1979.	TO+5	1/1/1975	12/31/1979	DO	000000007 CRC	87432	30
O033. /CER/00/	<b>WEEKLY CREW TIMESHEET (5054)</b> Payroll: Weekly Crew Time Sheets: 1975 - 1980	TO+5	1/1/1975	12/31/1980		000000008 CRC	87433	31
<del>O033. /CER/00/</del>	<del><b>WEEKLY CREW TIMESHEET (5054)</b> Fire/Police Commissioner's Worksheets (timesheets). May 1974 - Dec. 1975.</del>	<del>TO+5</del>	<del>5/1/1974</del>	<del>12/31/1975</del>	<del>DO</del>	<del>000000047 CRC</del>	<del>85897</del>	<del>32</del>
O035. /CER/00/	<b>PROPOSALS FROM INVESTMENT COUNSELORS</b> Proposals from Investment Counselors 1973-1980.	TO+5	1/1/1973	12/31/1980	DO	CRC	68638	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  
 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:** 7

**Reviewer Initials:** \_\_\_\_\_