

## CITY OF LOS ANGELES

## INTER-DEPARTMENTAL CORRESPONDENCE

DATE: **May 28, 2015**

TO: Honorable Mike Feuer, City Attorney  
Room 800, City Hall East

Attn: Leela Kapur

FROM: Holly L. Wolcott, City Clerk *Gregory R. Allison for HLW*

SUBJECT: **REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Attached is a Request for Authority to Destroy Obsolete Records from the department indicated, signed by the authorized designee indicated for the period listed below:

DEPARTMENT/DESIGNEE/	DATES OF RECORDS
Economic and Workforce Development Payroll Division (CDD/01B 118 boxes from 06/26/1994 – 09/29/2008) Fiscal Audit Division (CDD/02 231 boxes from 01/01/1981 – 12/31/2008) Budget Section (CDD/04 2 boxes from 07/01/1997 – 12/31/2008) Jeffery Whitmore	01/01/1981 – 12/31/2008

CITY CLERK RECORDS REVIEW

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Destroy 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value. This file is therefore forwarded to your office for review and confirmation of consent on the attached Consolidated Request for Authority to Destroy Obsolete Records (Form Gen. 48a).

FISCAL IMPACT STATEMENT

The retention of 509 records boxes beyond the required retention time period, based on industry commercial standard rates, will continue to cost the City the equivalent of a minimum of \$82.46 per month, or \$989.50 per year.


Please return this letter and the enclosed documents to the City Clerk's Office for further processing to the City Council. If you have any questions please contact Todd Gaydowski of my Records Management Division at (213) 473-8449.

HLW:GA:TG  
Attachments  
0264

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: May 11, 2015

TO: The Information Technology & Government Affairs Committee

FROM:   
Jeffery Whitmore, Chief Management Analyst  
Economic and Workforce Development Department

SUBJECT: **REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY**

SITUATION:

In accordance with instructions from the Information Technology & Government Affairs Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

<u>Schedule No.</u>	<u>Department/Division</u>
CDD/01B	Community Development, Financial Management Payroll

<u>Schedule Item No</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O002	Timekeeping Records	AU+7	155
O006	Bi-weekly Salary Cost Distribution	AU+5	63

REASONS:

The records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

JW:ps

Attachments: Request For Authority To Destroy Obsolete Records

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

RECORDS OF: COMMUNITY DEVELOPMENT/PAYROLL

/CDD/01B/

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
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	7/1/2000	9/23/2000		000000078	643542	1
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	10/7/2000	12/16/2000		000000079	643543	2
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	12/30/2000	3/10/2001		000000080	643544	3
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	3/24/2001	6/2/2001		000000081	643545	4
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	6/16/2001	8/11/2001		000000082	643546	5
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	8/25/2001	10/20/2001		000000083	643547	6
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	11/3/2001	12/29/2001		000000084	643548	7
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	1/12/2002	3/9/2002		000000085	643549	8
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	3/23/2002	5/18/2002		000000086	643550	9
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	6/1/2002	7/27/2002		000000087	643551	10
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	8/10/2002	10/5/2002		000000088	643552	11
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	10/19/2002	12/14/2002		000000089	643553	12
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	12/28/2002	2/22/2003		000000090	643554	13
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONPOSTED LABOR BY EMPLOYEE (L03)	AU+5	2/26/2000	6/2/2001		000000091	643555	14
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONEXPANDED VARIATION FILE (EVF) REPORT	AU+5	6/16/2001	6/1/2002		000000092	643556	15
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONEXPANDED VARIATION FILE (EVF) REPORT	AU+5	6/15/2002	8/23/2003		000000093	643557	16
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONNEW EMPLOYEE (NEMP) UPDATE	AU+5	7/1/2000	6/16/2001		000000095	643559	17
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONNEW EMPLOYEE (NEMP) UPDATE	AU+5	6/30/2001	6/29/2002		000000096	643560	18
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONNEW EMPLOYEE (NEMP) UPDATE	AU+5	7/13/2002	7/12/2003		000000097	643561	19
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> BI-WEEKLY SALARY COST DISTRIBUTIONNEW EMPLOYEE (NEMP) UPDATE	AU+5	7/26/2003	3/6/2004		000000098	643562	20
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIMEKEEPING RECORDS	AU+7	7/5/1997	6/19/1999	REIMBURSEMENT RE	000000099	645632	21
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIMEKEEPING RECORDS	AU+7	6/21/1998	1/16/1999	SUPPLEMENTAL REPO	000000116	645649	22
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIMEKEEPING RECORDS	AU+7	1/17/1999	6/19/1999	SUPPLEMENTAL REPO	000000117	645650	23
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIMEKEEPING RECORDS	AU+7	6/26/1994	9/22/2001	SICK LEAVE	000000118	645651	24
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIMEKEEPING RECORDS	AU+7	7/6/1996	7/31/1999	VACATION REPOF	000000119	645652	25

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

RECORDS OF: COMMUNITY DEVELOPMENT/PAYROLL

/CDD/01B/

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. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIMEKEEPING RECORDS	AU+7	10/26/1996	6/17/2000		000000120	645653	26
					OVERTIME HISTO	CRC		
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06; PP19-PP08	AU+5	3/24/2000	10/7/2000		000000288	647376	27
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		32634	BOX# 647376			3/9/2007		
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06; PP09-PP24	AU+5	10/21/2000	5/19/2001		000000289	647377	28
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		32635	BOX# 647377			3/9/2007		
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06; PP25-PP12	AU+5	6/2/2001	12/15/2001		000000290	647378	29
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		32636	BOX# 647378			3/9/2007		
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06; PP13-PP02	AU+5	12/29/2001	7/27/2002		000000291	647379	30
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		32637	BOX# 647379			3/9/2007		
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06; PP03-PP18	AU+5	8/10/2002	3/8/2003		000000292	647380	31
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		32638	BOX# 647380			3/9/2007		
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06; PP19-PP26	AU+5	3/22/2003	6/28/2003		000000293	647381	32
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		32639	BOX# 647381			3/9/2007		
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-10; PP18-PP26	AU+5	3/9/2002	6/28/2003		000000294	647382	33
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03; EAA RETRO PAY, 1900-1941	AU+5	7/2/2001	6/27/2003		000000296	647384	34
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03; EAA RETRO PAY, 1951-1980	AU+5	7/2/2001	6/27/2003		000000297	647385	35
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-14C; PP01-PP13	AU+5	7/1/2000	12/29/2001		000000299	647387	36
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-14C; PP14-PP26	AU+5	1/15/2002	6/28/2003		000000300	647388	37
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03; PP18-PP23	AU+5	3/8/2003	5/17/2003		000000301	647389	38
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> ADJS; DIV 1951 & 1980	AU+5	7/14/2001	6/27/2003		000000312	647400	39
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-10, L-17	AU+5	3/24/2001	2/23/2002		000000316	647404	40
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1921, PP01-PP18	AU+7	7/12/2003	3/6/2004		000000350	740300	41
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1921, PP19-PP09	AU+7	3/20/2004	10/30/2004		000000351	740301	42
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1921, PP10-PP26	AU+7	11/13/2004	6/25/2005		000000352	740302	43
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP01-PP11	AU+7	7/12/2003	11/29/2003		000000353	740303	44

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

Date: 2/6/2014

PAGE: Page 3 of 9

RECORDS OF: COMMUNITY DEVELOPMENT/PAYROLL

/CDD/01B/

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. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP12-PP21	AU+7	12/13/2003	4/17/2004		000000354 CRC	740304	45
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP22-PP05	AU+7	5/1/2004	9/4/2004		000000355 CRC	740305	46
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP06-PP16	AU+7	5/1/2004	9/4/2004		000000356 CRC	740306	47
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP17-PP26	AU+7	2/19/2005	6/25/2005		000000357 CRC	740307	48
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1971, PP01-PP26	AU+7	7/12/2003	6/26/2004		000000358 CRC	740308	49
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1971, PP01-PP26	AU+7	7/10/2004	6/25/2005		000000359 CRC	740309	50
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1978, PP01-PP26	AU+7	7/12/2003	2/25/2005		000000360 CRC	740310	51
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1900, PP01-PP26	AU+7	7/12/2003	2/25/2005		000000361 CRC	740311	52
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1901, PP01-PP26	AU+7	7/12/2003	2/25/2005		000000362 CRC	740312	53
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1961, PP01-PP26	AU+7	7/12/2003	2/25/2005		000000363 CRC	740313	54
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP01-PP10	AU+7	7/12/2003	11/15/2003		000000364 CRC	740314	55
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP11-PP18	AU+7	11/29/2003	3/6/2004		000000365 CRC	740315	56
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP19-PP26	AU+7	3/20/2004	6/26/2004		000000366 CRC	740316	57
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP01-PP07	AU+7	7/10/2004	10/2/2004		000000367 CRC	740317	58
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP08-PP16	AU+7	10/16/2004	2/5/2005		000000368 CRC	740318	59
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP17-PP26	AU+7	2/19/2005	6/25/2005		000000369 CRC	740319	60
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP01-PP14	AU+7	7/12/2003	1/10/2004		000000370 CRC	740320	61
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP15-PP26	AU+7	1/24/2004	6/26/2004		000000371 CRC	740321	62
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP01-PP14	AU+7	7/10/2004	1/8/2005		000000372 CRC	740348	63
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP15-PP26	AU+7	1/22/2005	6/25/2005		000000373 CRC	740349	64
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP01-PP13	AU+7	7/12/2003	12/27/2003		000000374 CRC	740350	65
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP14-PP26	AU+7	1/10/2004	6/26/2004		000000375 CRC	740351	66
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP01-PP13	AU+7	7/10/2004	12/25/2004		000000376 CRC	740352	67
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP14-PP26	AU+7	1/8/2005	6/25/2005		000000377 CRC	740353	68
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1980, PP01-PP13	AU+7	7/12/2003	12/27/2003		000000378 CRC	740354	69

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

RECORDS OF: COMMUNITY DEVELOPMENT/PAYROLL

/CDD/01B/

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. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1980, PP14-PP26	AU+7	1/10/2004	6/26/2004		000000379 CRC	740355	70
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1980, PP01-PP13	AU+7	7/10/2004	12/25/2004		000000380 CRC	740356	71
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1980, PP14-PP26	AU+7	1/8/2005	6/25/2005		000000381 CRC	740357	72
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP24-PP03	AU+5	5/31/2003	8/9/2003		000000382 CRC	740358	73
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP24-PP08	AU+5	8/23/2003	10/18/2003		000000383 CRC	740359	74
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP09-PP14	AU+5	11/1/2003	1/10/2004		000000384 CRC	740360	75
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP20-PP24	AU+5	4/3/2004	5/29/2004		000000385 CRC	740362	76
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP15-PP19	AU+5	1/24/2004	3/20/2004		000000386 CRC	740361	77
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP25-PP13	AU+5	6/12/2004	8/7/2004		000000387 CRC	740363	78
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP04-PP08	AU+5	8/21/2004	10/16/2004		000000388 CRC	740364	79
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP09-PP13	AU+5	10/30/2004	12/25/2004		000000389 CRC	740365	80
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP14-PP19	AU+5	1/8/2005	3/19/2005		000000390 CRC	740366	81
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP20-PP25	AU+5	4/2/2005	6/11/2005		000000391 CRC	740367	82
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP26-PP05	AU+5	6/25/2005	9/3/2005		000000392 CRC	740368	83
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP06-PP11	AU+5	9/17/2005	11/26/2005		000000393 CRC	740369	84
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP12-PP17	AU+5	12/10/2005	2/18/2006		000000394 CRC	740370	85
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP18-PP24	AU+5	3/4/2006	5/27/2006		000000395 CRC	740371	86
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06, PP01-PP14	AU+5	7/12/2003	1/10/2004		000000396 CRC	740372	87
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06, PP15-PP26	AU+5	1/24/2004	6/26/2004		000000397 CRC	740373	88
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06, PP01-PP13	AU+5	7/10/2004	12/25/2004		000000398 CRC	740374	89
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06, PP14-PP26	AU+5	1/8/2005	6/25/2005		000000399 CRC	740375	90
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 1910, PP01-PP15	AU+7	7/2/2005	1/21/2006		000000402	806381	91
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 1910, PP16-PP06	AU+7	2/4/2006	9/16/2006		000000403	806382	92
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 1921, PP01-PP20	AU+7	7/2/2005	4/1/2006		000000406	806385	93
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 1941, PP01-PP11	AU+7	7/2/2005	11/26/2005		000000409	806388	94

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

RECORDS OF: COMMUNITY DEVELOPMENT/PAYROLL

/CDD/01B/

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. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 1941, PP12-PP23	AU+7	12/10/2005	5/13/2006		000000410	806389	95
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 1941, PP24-PP09	AU+7	5/27/2006	10/28/2006		000000411	806390	96
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 1951, PP01-PP13	AU+7	7/2/2005	12/24/2005		000000414	806393	97
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 1951, PP14-PP26	AU+7	1/7/2006	6/24/2006		000000415	806394	98
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 1971, PP01-PP04	AU+7	7/2/2005	8/19/2006		000000419	806398	99
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 1980, PP01-PP15	AU+7	7/2/2005	1/21/2006		000000422	806401	100
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 3456, PP01-PP11	AU+7	7/2/2005	11/26/2005		000000426	806405	101
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 3456, PP12-PP24	AU+7	12/10/2005	5/27/2006		000000427	806406	102
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> Time Sheets, Div 3456, PP25-PP10	AU+7	6/10/2006	11/11/2006		000000428	806407	103
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> Bi-weekly Salary Cost DistributionL-03, PP25-PP05	AU+5	6/10/2006	9/2/2006		000000431	806410	104
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP06-PP13	AU+5	9/16/2006	12/23/2006		000000432	806411	105
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP14-PP22	AU+5	1/6/2007	4/28/2007		000000433	806412	106
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP23-PP04	AU+5	5/12/2007	8/18/2007		000000434	806413	107
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP05-PP12	AU+5	9/1/2007	12/8/2007		000000435	806414	108
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-03, PP13-PP25	AU+5	12/22/2007	6/7/2008		000000436	806415	109
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06, PP01-PP13	AU+5	7/10/2005	12/24/2005		000000441	806420	110
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06, PP14-PP01	AU+5	1/7/2006	7/8/2006		000000442	806421	111
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06, PP02-PP16	AU+5	7/22/2006	2/3/2007		000000443	806422	112
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06, PP17-PP07	AU+5	2/17/2007	9/29/2008		000000444	806423	113
O006. /CDD/01B/	<b>BI-WEEKLY SALARY COST DISTRIBUTION</b> L-06, PP08-PP07	AU+5	10/13/2007	9/27/2008		000000445	806424	114
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP25 - PP04	AU+7	6/6/1998	8/15/1998		176 CRC	644495	115
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1901, PP01 - PP26	AU+7	7/4/1998	6/19/1999		184 CRC	644503	116
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP01 - PP06	AU+7	7/4/1998	9/12/1998		185 CRC	644504	117
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP07 - PP16	AU+7	9/26/1998	1/30/1999		186 CRC	644505	118
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP17 - PP26	AU+7	2/13/1999	6/19/1999		187 CRC	644506	119

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

Date: 2/6/2014

PAGE: Page 6 of 9

RECORDS OF: COMMUNITY DEVELOPMENT/PAYROLL

/CDD/01B/

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. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1921, PP22 - PP14	AU+7	4/28/1998	1/2/1999		188 CRC	644507	120
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1921, PP15 - PP05	AU+7	1/16/1999	8/28/1999		189 CRC	644508	121
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP05 - PP10	AU+7	8/29/1998	11/7/1998		190 CRC	644509	122
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP11 - PP16	AU+7	11/21/1998	1/30/1999		191 CRC	644510	123
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP17 - PP21	AU+7	2/13/1999	4/10/1999		192 CRC	644511	124
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP22 - PP26	AU+7	4/24/1999	6/19/1999		193 CRC	644512	125
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP01 - PP05	AU+7	7/4/1998	8/29/1998		194 CRC	644513	126
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP06 - PP13	AU+7	9/12/1998	12/19/1998		195 CRC	644514	127
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP14 - PP20	AU+7	1/2/1999	3/27/1999		196 CRC	644515	128
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP21 - PP01	AU+7	4/10/1999	7/3/1999		197 CRC	644516	129
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1971, PP20 - PP12	AU+7	3/28/1998	12/5/1998		198 CRC	644517	130
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1971, PP13 - PP26	AU+7	12/19/1998	6/19/1999		199 CRC	644518	131
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3451, PP01 - PP26	AU+7	7/4/1998	6/19/1999		200 CRC	644519	132
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3454, PP02 - PP22	AU+7	7/18/1998	4/24/1999		201 CRC	644520	133
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP16 - PP26	AU+7	1/30/1999	6/19/1999		202 CRC	644521	134
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1901, PP01 - PP26	AU+7	7/3/1999	6/17/2000		203 CRC	644522	135
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP01 - PP10	AU+7	7/3/1999	11/6/1999		204 CRC	644523	136
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP11 - PP20	AU+7	11/20/1999	3/25/2000		205 CRC	644524	137
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP21 - PP26	AU+7	4/8/2000	6/17/2000		206 CRC	644525	138
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1921, PP06 - PP17	AU+7	9/11/1999	2/12/2000		207 CRC	644526	139
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1921, PP18 - PP26	AU+7	2/26/2000	6/17/2000		208 CRC	644527	140
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP01 - PP05	AU+7	7/3/1999	8/28/1999		209 CRC	644528	141
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP06 - PP10	AU+7	9/11/1999	11/6/1999		210 CRC	644529	142
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP11 - PP15	AU+7	11/20/1999	1/15/2000		211 CRC	644530	143
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP16 - PP20	AU+7	1/29/2000	3/25/2000		212 CRC	644531	144



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

Date: 2/6/2014

PAGE: Page 7 of 9

RECORDS OF: COMMUNITY DEVELOPMENT/PAYROLL

/CDD/01B/

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. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP21 - PP26	AU+7	4/8/2000	6/17/2000		213 CRC	644532	145
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP02 - PP08	AU+7	7/17/1999	10/9/1999		214 CRC	644533	146
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP09 - PP14	AU+7	10/23/1999	1/1/2000		215 CRC	644534	147
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP15 - PP19	AU+7	1/15/2000	3/11/2000		216 CRC	644535	148
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP20 - PP24	AU+7	3/25/2000	5/20/2000		217 CRC	644536	149
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP25 - PP26	AU+7	6/3/2000	6/17/2000		218 CRC	644537	150
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1971, PP01 - PP17	AU+7	7/3/1999	2/12/2000		219 CRC	644538	151
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1971, PP18 - PP26	AU+7	2/26/2000	6/17/2000		220 CRC	644539	152
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3451, PP01 - PP26	AU+7	7/3/1999	6/17/2000		221 CRC	644540	153
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3454, PP02 - PP05	AU+7	7/17/1999	8/28/1999		222 CRC	644541	154
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP01 - PP26	AU+7	7/3/1999	6/17/2000		223 CRC	644542	155
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1900, PP01 - PP27	AU+7	7/1/2000	6/30/2001		224 CRC	644543	156
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1901, PP01 - PP27	AU+7	7/1/2000	6/30/2001		225 CRC	644544	157
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP01 - PP11	AU+7	7/1/2000	11/18/2000		226 CRC	644545	158
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP12 - PP22	AU+7	12/2/2000	4/21/2001		227 CRC	644546	159
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP23 - PP27	AU+7	5/5/2001	6/30/2001		228 CRC	644547	160
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1921, PP01 - PP16	AU+7	7/1/2000	1/27/2001		229 CRC	644548	161
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1921, PP17 - PP27	AU+7	2/10/2001	6/30/2001		230 CRC	644549	162
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1914, PP01 - PP08	AU+7	7/1/2000	10/7/2000		231 CRC	644550	163
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP09 - PP17	AU+7	10/21/2000	2/10/2001		232 CRC	644551	164
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP18 - PP27	AU+7	2/24/2001	6/30/2001		233 CRC	644552	165
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP01 - PP05	AU+7	7/1/2000	8/26/2000		234 CRC	644553	166
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP06 - PP09	AU+7	9/9/2000	10/21/2000		235 CRC	644554	167
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP10 - PP12	AU+7	11/4/2000	12/2/2000		236 CRC	644555	168
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP13 - PP15	AU+7	12/16/2000	1/13/2001		237 CRC	644556	169

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

Date: 2/6/2014

PAGE: Page 8 of 9

RECORDS OF: COMMUNITY DEVELOPMENT/PAYROLL

/CDD/01B/

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. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP16 - PP18	AU+7	1/27/2001	2/24/2001		238 CRC	644557	170
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP19 - PP21	AU+7	3/10/2001	4/7/2001		239 CRC	644558	171
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP22 - PP24	AU+7	4/21/2001	5/19/2001		240 CRC	644559	172
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP25 - PP27	AU+7	6/2/2001	6/30/2001		241 CRC	644560	173
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1961, PP02 - PP27	AU+7	7/15/2000	6/30/2001		242 CRC	644561	174
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1971, PP01 - PP17	AU+7	7/1/2000	2/10/2001		243 CRC	644562	175
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1971, PP18 - PP27	AU+7	2/24/2001	6/30/2001		244 CRC	644563	176
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1977, PP02 - PP27	AU+7	7/15/2000	6/30/2001		245 CRC	644564	177
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1978, PP02 - PP27	AU+7	7/15/2000	6/30/2001		246 CRC	644565	178
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP01 - PP18	AU+7	7/1/2000	2/24/2001		247 CRC	644566	179
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP19 - PP26	AU+7	3/10/2001	6/16/2001		248 CRC	644567	180
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1900, PP01 - PP26	AU+7	7/14/2001	6/29/2002		249 CRC	644568	181
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1901, PP01 - PP26	AU+7	7/14/2001	6/29/2002		250 CRC	644569	182
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP01 - PP19	AU+7	7/14/2001	3/23/2002		251 CRC	644570	183
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP20 - PP26	AU+7	4/6/2001	6/29/2002		252 CRC	644571	184
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1921, PP01 - PP26	AU+7	7/14/2001	6/29/2002		253 CRC	644572	185
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP01 - PP13	AU+7	7/14/2001	12/29/2001		254 CRC	644573	186
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP14 - PP26	AU+7	1/12/2002	6/29/2002		255 CRC	644574	187
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP01 - PP05	AU+7	7/14/2001	9/8/2001		256 CRC	644575	188
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP06 - PP10	AU+7	9/22/2001	11/17/2001		257 CRC	644576	189
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP11 - PP15	AU+7	12/1/2001	1/26/2002		258 CRC	644577	190
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP16 - PP20	AU+7	2/9/2002	4/6/2002		259 CRC	644578	191
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP21 - PP25	AU+7	4/20/2002	6/15/2002		260 CRC	644579	192
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1961, PP01 - PP26	AU+7	7/14/2001	6/29/2002		261 CRC	644580	193
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1971, PP01 - PP26	AU+7	7/14/2001	6/29/2002		262 CRC	644581	194

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

RECORDS OF: COMMUNITY DEVELOPMENT/PAYROLL

/CDD/01B/

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. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1977, PP01 - PP26	AU+7	7/14/2001	6/29/2002		263 CRC	644582	195
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1978, PP01 - PP26	AU+7	7/14/2001	6/29/2002		264 CRC	644583	196
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3451, PP25 - PP21	AU+7	6/2/2001	4/20/2002		265 CRC	644584	197
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP01 - PP15	AU+7	7/14/2001	1/26/2002		266 CRC	644585	198
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP16 - PP26	AU+7	2/9/2002	6/29/2002		267 CRC	644586	199
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3491, PP24 - PP13	AU+7	5/20/2000	12/29/2001		268 CRC	644587	200
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1900, PP01 - PP26	AU+7	7/13/2002	6/28/2003		269 CRC	644588	201
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1901, PP01 - PP26	AU+7	7/13/2002	6/28/2003		270 CRC	644589	202
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP01 - PP20	AU+7	7/13/2002	4/5/2003		271 CRC	644590	203
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1910, PP21 - PP26	AU+7	4/19/2003	6/28/2003		272 CRC	644591	204
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1921, PP01 - PP26	AU+7	7/13/2002	6/28/2003		273 CRC	644592	205
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP01 - PP13	AU+7	7/13/2002	12/28/2002		274 CRC	644593	206
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1941, PP14 - PP26	AU+7	1/11/2003	6/28/2003		275 CRC	644594	207
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP26 - PP04	AU+7	6/29/2002	8/24/2002		276 CRC	644595	208
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP05 - PP09	AU+7	9/7/2002	11/2/2002		277 CRC	644596	209
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP10 - PP15	AU+7	11/16/2002	1/25/2003		278 CRC	644597	210
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP16 - PP21	AU+7	2/8/2003	4/19/2003		279 CRC	644598	211
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1951, PP22 - PP26	AU+7	5/3/2003	6/28/2003		280 CRC	644599	212
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1961, PP01 - PP26	AU+7	7/13/2002	6/28/2003		281 CRC	644600	213
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1971, PP01 - PP26	AU+7	7/13/2002	6/28/2003		282 CRC	644601	214
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1977, PP01 - PP26	AU+7	7/13/2002	6/28/2003		283 CRC	644602	215
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 1978, PP01 - PP26	AU+7	7/13/2002	6/28/2003		284 CRC	644603	216
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP01 - PP13	AU+7	7/13/2002	12/28/2002		285 CRC	644604	217
O002. /CDD/01B/	<b>TIMEKEEPING RECORDS</b> TIME SHEETS, DIV 3456, PP14 - PP26	AU+7	1/11/2003	6/28/2003		286 CRC	644605	218

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

Date: 2/6/2014  
PAGE: Page 10 of 10

RECORDS OF: COMMUNITY DEVELOPMENT/PAYROLL

/CDD/01B/

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
---------------------	--	------------------------------	--------------------------------	--	---------------	---------------------	---------------------	-------

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 218

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

**TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION**

I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.


BY (DIV HEAD): [Signature] BY (DEPT HEAD): [Signature] DATE: 5/7/15

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

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: May 11, 2015

TO: The Information Technology & Government Affairs Committee

FROM:   
Jeffery Whitmore, Chief Management Analyst  
Economic and Workforce Development Department

SUBJECT: **REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY**

SITUATION:

In accordance with instructions from the Information Technology & Government Affairs Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

<u>Schedule No.</u>	<u>Department/Division</u>
CDD/02	Community Development, Financial Management Audit Section

<u>Schedule Item No</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O001	Agency Records	AU+5	231

REASONS:

The records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

JW:ps

Attachments: Request For Authority To Destroy Obsolete Records

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

Date: 2/6/2014

PAGE: Page 1 of 11

RECORDS OF: COMMUNITY DEVELOPMENT/AUDIT SECTION

/CDD/02/

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. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING DOCUMENTS( COPIES OF VOUCHERS/ INVOICES OF	AU+5	7/1/2000	6/30/2002		000000198	645770	1
O001. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING DOCUMENTS( COPIES OF VOUCHERS & RECEIPTS )	AU+5	7/1/2000	6/30/2002		000000199	645771	2
O001. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING DOCUMENTS( COPIES OF VOUCHERS & RECEIPTS )	AU+5	7/1/2000	6/30/2002		000000200	645772	3
O001. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING DOCUMENTS( COPIES OF VOUCHERS , RECEIPTS &	AU+5	7/1/1998	6/30/2002		000000201	645773	4
O001. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING DOCUMENTS( GENERAL LEDGER )	AU+5	7/1/2000	6/30/2002		000000202	645774	5
O001. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING DOCUMENTS( OPERATING ACCT.- STA. MONICA BAN	AU+5	7/1/2000	6/30/2002		000000203	645775	6
O001. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING DOCUMENTS( INVOICES AND RECEIPTS )	AU+5	7/1/1999	6/30/2001		000000204	645776	7
O001. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING DOCUMENTS(EMPLOYEES SALARY ADVANCES AND	AU+5	7/1/2000	6/30/2002		000000205	645777	8
O001. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING DOCUMENTS( BANK RECONCILIATION )	AU+5	7/1/1998	6/30/2001		000000206	645778	9
O001. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING DOCUMENTS(COPIES OF CHECKS FROM BANK OF C	AU+5	7/1/2001	6/30/2002		000000207	645779	10
O001. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING DOCUMENTS(ADJUSTING JOURNAL ENTRIES, ACCO	AU+5	7/1/2001	6/30/2002		000000208	645780	11
O001. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING DOCUMENTS(COPIES OF CHECKS, PAYROLL ACCOU	AU+5	7/1/2000	6/30/2002		000000209	645781	12
O001. /CDD/02/	<b>AGENCY RECORDS</b> CASA DE HERMANDAD-VARIOUS ACCOUNTING FILESAgency Records	AU+5	7/1/2000	6/30/2002		000000210	645782	13
O001. /CDD/02/	<b>AGENCY RECORDS</b> CHARO-VARIOUS ACCOUNTING DOCUMENTS( ADPPAYROLL REGISTERS, A/P AGING SCHEDULEBAN	AU+5	7/1/2001	6/30/2002		000000211	645783	14
O001. /CDD/02/	<b>AGENCY RECORDS</b> CHARO-VARIOUS ACCOUNTING DOCUMENTS(BILLS, PURCHASE ORDERS FROM HOMEDEPOT & VE	AU+5	7/1/2001	6/30/2002		000000212	645784	15
O001. /CDD/02/	<b>AGENCY RECORDS</b> CHARO-VARIOUS ACCOUNTING DOCUMENTS( BILLS/ RECEIPTS FROM VARIOUS CONTRACTORS/ S	AU+5	7/1/2000	6/30/2001		000000213	645785	16
O001. /CDD/02/	<b>AGENCY RECORDS</b> CHARO-VARIOUS ACCOUNTING DOCUMENTS( COPIES OF CHECKS & WORK ORDERS )	AU+5	7/1/2001	6/30/2002		000000214	645786	17
O001. /CDD/02/	<b>AGENCY RECORDS</b> CHARO-VARIOUS ACCOUNTING DOCUMENTS( COPIES OF VOUCHERS/ INVOICES OF PACIFIC BELL	AU+5	7/1/2001	6/30/2002		000000215	645787	18
O001. /CDD/02/	<b>AGENCY RECORDS</b> CHARO-VARIOUS ACCOUNTING DOCUMENTS(DETAILED TRIAL BALANCE, COPIES OF VOUCHERS &	AU+5	7/1/2000	6/30/2002		000000216	645788	19
O001. /CDD/02/	<b>AGENCY RECORDS</b> CHARO-VARIOUS ACCOUNTING DOCUMENTS( COPIES OF INVOICES, RECEIPTS & P.O.)	AU+5	7/1/2001	6/30/2002		000000217	645789	20
O001. /CDD/02/	<b>AGENCY RECORDS</b> CHARO-VARIOUS ACCOUNTING DOCUMENTS(PAYROLL, INVENTORIES, CASH RECEIPTSAND BANK F	AU+5	7/1/2000	6/30/2002		000000218	645790	21
O001. /CDD/02/	<b>AGENCY RECORDS</b> CHARO-VARIOUS ACCOUNTING DOCUMENTS( COPIES OF VOUCHERS/ INVOICES OF VARIOUS SUPP	AU+5	7/1/2001	6/30/2002		000000219	645791	22
O001. /CDD/02/	<b>AGENCY RECORDS</b> CHARO-VARIOUS ACCOUNTING DOCUMENTS( PAYROLL REGISTER, DETAILED TRIALBALANCE, & CC	AU+5	7/1/2001	6/30/2002		000000220	645792	23
O001. /CDD/02/	<b>AGENCY RECORDS</b> U C R A-VARIOUS ACCOUNGTING DOCUMENTS( PAYROLL & COPIES OF CHECKS)	AU+5	7/1/1999	6/30/2001		000000221	645793	24

**Files Referenced:** File No. 21389 File Name / Description Box 645793 File Request Date 5/17/2005

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

RECORDS OF: COMMUNITY DEVELOPMENT/AUDIT SECTION

/CDD/02/

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. /CDD/02/	<b>AGENCY RECORDS</b> U C R A-VARIOUS ACCOUNTING DOCUMENTS( RECEIPTS/ INVOICES OF VARIOUSSUPPLIERS/ CONT	AU+5	7/1/1999	6/30/2002		000000222	645794	25
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		21390	Box 645794			5/17/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> U C R A-VARIOUS ACCOUNTING DOCUMENTS( PAYROLL- CALFED BANK PAYROLL- WELLS FARGO B/	AU+5	7/1/2000	6/30/2002		000000223	645795	26
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		21391	Box 645795			5/17/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> U C R A-VARIOUS ACCOUNTING DOCUMENTS( GENERAL JOURNAL & COPIES OF CHECKS)	AU+5	7/1/2000	6/30/2001		000000224	645796	27
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		21392	Box 645796			5/17/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> U C R A-VARIOUS ACCOUNTING DOCUMENTS(COPIES OF CONTRACTS, INVOICESCOST ALLOCATIO	AU+5	7/1/2001	6/30/2002		000000225	645797	28
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		21393	Box 645797			5/17/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> U C R A-VARIOUS ACCOUNTING FILES (GENERALJOURNAL & GENERAL LEDGER)	AU+5	7/1/1999	6/30/2001		000000226	645798	29
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		21394	645798			5/17/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> Child & Family Guidance Clinic, C-99447&100033 - Fiscal ReviewChildren's Institute Int'nal., Various Contrac	AU+5	7/1/2001	6/30/2002		000000232	645804	30
O001. /CDD/02/	<b>AGENCY RECORDS</b> Advance Computing Institute, C-96058 & C-97170-Fiscal ReviewAdvance Computing Institute, Various Contr	AU+5	7/1/1997	6/30/2000		000000233	645805	31
O001. /CDD/02/	<b>AGENCY RECORDS</b> CHILD CARE RESOURCE CENTER FR CONTRACT # 99706EAST LA WOMENS CENTER FR CONTRACT	AU+5	7/1/2000	6/30/2001		000000234	645806	32
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Part 1 of 2 Partner Referral Form	AU+5	5/1/2000	7/31/2000		000000235	646747	33
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20753	Box 646747			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 1 Client Sign-In Sheets	AU+5	1/1/2000	12/31/2003		000000236	646748	34
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20754	Box 646748			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 3 & # 4 Financial Statements	AU+5	1/1/2000	12/31/2003		000000237	646749	35
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20755	Box 646749			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Part 1 Bank Statements	AU+5	1/1/2000	12/31/2003		000000238	646750	36
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20756	Box 646750			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 2 Schools	AU+5	1/1/2000	12/31/2003		000000239	646751	37
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20757	Box 646751			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 2 Part 1 Schools	AU+5	1/1/2000	12/31/2003		000000240	646752	38
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20758	Box 646752			4/5/2005		

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

RECORDS OF: COMMUNITY DEVELOPMENT/AUDIT SECTION

/CDD/02/

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. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 5 & # 6 Financial Statements	AU+5	1/1/2000	12/31/2003		000000241	646753	39
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20759	Box 646753			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 1 Financial Statements	AU+5	1/1/2000	12/31/2003		000000242	646754	40
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20760	Box 646754			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 8 Financial Statements	AU+5	1/1/2000	12/31/2003		000000243	646755	41
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20761	Box 646755			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Part 2 Bank Statements	AU+5	1/1/2000	12/31/2003		000000244	646756	42
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20762	Box 646756			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 2 Client Sign-In Sheets	AU+5	1/1/2000	12/31/2003		000000245	646757	43
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20763	Box 646757			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 1 of 2	AU+5	10/1/1999	5/31/2000		000000246	646758	44
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20764	Box 646758			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 2 of 2	AU+5	10/1/1999	5/31/2000		000000247	646759	45
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20765	Box 646759			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 2 Financial Statements	AU+5	1/1/2000	12/31/2003		000000248	646760	46
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20766	Box 646760			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 9 & # 10 Financial Statements	AU+5	1/1/2000	12/31/2003		000000249	646761	47
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20767	Box 646761			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll #1 of 2	AU+5	8/1/2000	11/30/2000		000000250	646762	48
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20768	Box 646762			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 1	AU+5	1/1/2001	6/30/2001		000000251	646763	49
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20769	Box 646763			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Roll # 2 of 2	AU+5	8/1/2000	11/30/2000		000000252	646764	50
	<b>Files Referenced:</b>	File No.	File Name / Description			File Request Date		
		20770	Box 646764			4/5/2005		
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Part 2 of 2 Partner Referral Form	AU+5	1/1/2000	12/31/2003		000000253	646765	51



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

Date: 2/6/2014

PAGE: Page 4 of 11

RECORDS OF: COMMUNITY DEVELOPMENT/AUDIT SECTION

/CDD/02/

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
	<b>Files Referenced:</b> File No. 20771 File Name / Description Box 646765 File Request Date 4/5/2005							
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Copies of Checks, July 02-March 03Check Register, GL, Cas	AU+5	1/1/2000	12/31/2003		000000254	646766	52
	<b>Files Referenced:</b> File No. 20772 File Name / Description Box 646766 File Request Date 4/5/2005							
O001. /CDD/02/	<b>AGENCY RECORDS</b> THE ADVANCE COMPUTING INSTITUTE, INC.Payroll Item Details July 01 - Dec 01, & July 02 - Dec 02Che	AU+5	1/1/2001	12/31/2003		000000255	646767	53
	<b>Files Referenced:</b> File No. 20773 File Name / Description Box 646767 File Request Date 4/5/2005							
O001. /CDD/02/	<b>AGENCY RECORDS</b> Communities in Schools of SFV, Various Contracts - Fiscal ReviewCommunity Centers, Inc. C-101668 - Fisca	AU+5	7/1/2001	6/30/2002		000000256	646768	54
O001. /CDD/02/	<b>AGENCY RECORDS</b> Central Recovery & Dev. Project FR- C-101912 & C-100088Jewish Family Service of L.A. Fiscal Review C-10	AU+5	7/1/2001	6/30/2002		000000257	646769	55
O001. /CDD/02/	<b>AGENCY RECORDS</b> New Haven Hills- Fiscal Review C-99446Westside Center for Independent Living, Inc. FR C-99316Korean Yo	AU+5	7/1/2000	6/30/2001		000000258	646770	56
O001. /CDD/02/	<b>AGENCY RECORDS</b> Prototypes FR Work Papers. Inclusive Period: 4/1/01 - 11/30/01Special Services For Groups FR Work Paper:	AU+5	1/1/2000	11/30/2001		000000259	647274	57
O001. /CDD/02/	<b>AGENCY RECORDS</b> Volunteers of America of LA -Work Paper 1 of 2. Inclusive Period: 4/1/97 - 9/30/99Volunteers of America of L/	AU+5	4/1/1997	12/31/2001		000000260	647275	58
O001. /CDD/02/	<b>AGENCY RECORDS</b> LA' Best Work Papers. Inclusive Period: 7/1/01 - 2/28/02Asian American Drug Abuse Work Papers. Inclusive	AU+5	1/1/2001	12/31/2002		000000261	647276	59
O001. /CDD/02/	<b>AGENCY RECORDS</b> TTI America - WtW & WIA Work Papers (1 of 3). Inclusive Period: 7/1/01 - 1/31/02TTI America - WtW & WIA '	AU+5	7/1/2001	2/28/2003		000000262	647277	60
O001. /CDD/02/	<b>AGENCY RECORDS</b> TTI America - WtW & WIA Work Papers (1 of 3) Inclusive Period: 7/1/97 to 6/30/98TTI America - WtW & WIA	AU+5	7/1/1997	5/31/2003		000000263	647278	61
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsTHE LOS ANGELES COMMUNITY DEVELOPMENT BANK COPELAND BEVERAGE GROU	AU+5	7/1/1995	3/31/2004		000000264	647365	62
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsTHE LOS ANGELES COMMUNITY DEVELOPMENT BANK UBOC Statements - EDI Prograr	AU+5	4/30/1996	6/30/2001		000000265	647366	63
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsTHE LOS ANGELES COMMUNITY DEVELOPMENT BANK UBOC Statements - All Account	AU+5	4/1/1997	5/7/2004		000000266	647367	64
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsTHE LOS ANGELES COMMUNITY DEVELOPMENT BANKPayment Vouchers for period 01/	AU+5	1/11/1996	12/21/2004		000000267	647368	65
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsTHE LOS ANGELES COMMUNITY DEVELOPMENT BANKLACDB Business Plan 1999, 200	AU+5	1/1/1996	12/31/2003		000000268	647369	66
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsTHE LOS ANGELES COMMUNITY DEVELOPMENT BANKPayment Vouchers for period 04/	AU+5	4/1/2000	12/31/2003		000000269	647370	67
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsCHARO COMMUNITY DEVELOPMENT CORP.Various Accounting Documents and Audit Wc	AU+5	4/1/2001	6/30/2002		000000270	647371	68
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsCHARO COMMUNITY DEVELOPMENT CORP.Various Accounting Documents and Audit Wc	AU+5	4/1/2001	6/30/2002		000000271	647372	69
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsCHARO COMMUNITY DEVELOPMENT CORP.Various Accounting Documents and Audit Wc	AU+5	4/1/2001	6/30/2002		000000272	647373	70
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsCHARO COMMUNITY DEVELOPMENT CORP.Various Accounting Documents and Audit Wc	AU+5	4/1/2001	6/30/2002		000000273	647374	71
O001. /CDD/02/	<b>AGENCY RECORDS</b> A. National Home Trust10/30/2000-05/19/2003B. Pacoima Community Youth07/21/1998-03/19/1999C. La Nei	AU+5	7/21/1998	6/23/2003		000000274	647779	72
O001. /CDD/02/	<b>AGENCY RECORDS</b> A. Loan Statements05/03/2002-10/31/2002B. Loan Payment07/2001-04/2002C. Certificate of Performance L	AU+5	11/16/2000	4/30/2003		000000275	647780	73

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

RECORDS OF: COMMUNITY DEVELOPMENT/AUDIT SECTION

/CDD/02/

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. /CDD/02/	<b>AGENCY RECORDS</b> CR & Copy of CheckA. Beyond Shelter 10/10/2000-06/05/2003B. Diversion First Stop08/20/1998-05/22/2003	AU+5	8/4/1998	6/9/2003		00000276	647781	74
O001. /CDD/02/	<b>AGENCY RECORDS</b> For: UDAG, SBE, CARE, LEAP, HSND11/01/2002-04/30/2003Agency RecordsA. Loan Records2000-2002	AU+5	1/1/2000	6/30/2002		00000277	647782	75
O001. /CDD/02/	<b>AGENCY RECORDS</b> A. Loan Records2000-2002	AU+5	1/1/2000	6/30/2002		00000278	648279	76
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Single Audit Reports/Desk Review Working Papers New Direction For Youth - 6/30/02Organ	AU+5	6/30/2002	12/31/2002		00000279	749055	77
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsSingle Audit Reports/Desk Review Working Papers The Institute For Urban Research - 6/30/	AU+5	2/28/2002	6/30/2003		00000280	749056	78
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Single Audit Reports/Desk Review Working Papers El Proyecto del Barrio - 9/30/2000El Proj	AU+5	6/30/2001	12/31/2002		00000281	749057	79
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Single Audit Reports/Desk Review Working PapersCenter For Pacific Asian Family, Inc.- 6/3/	AU+5	6/30/2002	6/30/2002		00000282	749058	80
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsSingle Audit Reports/Desk Review Working PapersCommunity Centers, Inc.- 6/30/02Commu	AU+5	12/31/2001	9/30/2002		00000283	749059	81
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Single Audit Reports/Desk Review Working PapersKorean Youth Community Center - 6/30/0	AU+5	6/30/2002	6/30/2002		00000284	749060	82
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Single Audit Reports/Desk Review Working PapersBeyond Shelter - 12/31/02Career Plannin	AU+5	9/30/2002	12/31/2002		00000285	749061	83
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Single Audit Reports/Desk Review Working PapersAfrican American Unity Center - 12/31/02	AU+5	3/31/2002	12/31/2002		00000286	749062	84
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working Papers 1736 - Contract Nos. 99283, 99284, 100784 & 10071	AU+5	1/1/2000	12/31/2002		00000287	749063	85
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency RecordsFiscal Review Reports/Working Papers Boys & Girls Club of San Fernando Valley Contract N	AU+5	11/1/2001	12/31/2002		00000288	749064	86
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working Papers Chinatown Service Center Contract Nos. 101545/581	AU+5	1/1/2001	6/30/2002		00000289	749065	87
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working Papers Foundation for Early Child Contract No. 99765 - 1/1/1	AU+5	7/1/2001	9/30/2002		00000290	749066	88
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersLos Angeles Child Care & Development Center Cont	AU+5	4/1/1999	12/31/2002		00000291	749067	89
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersPeople In Progress Contract No. 102193 - 1/1/02-4/0	AU+5	1/1/2001	4/30/2002		00000292	749068	90
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records - Fiscal Review Reports Fiscal Review Reports/Working PapersMCS Rehabilitation, Inc.- Co	AU+5	7/1/2001	6/30/2002		00000293	749069	91
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersTierra Del Sol Foundation Contract No. 99313 - 2002	AU+5	7/1/2000	3/31/2003		00000294	749070	92
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersWLCAC Contract Nos. 100022, 101558, 101591 & 1	AU+5	7/1/2001	12/31/2003		00000295	749071	93
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersCareer Encores Contract No. 103206 (2 Folders) - 6.	AU+5	4/1/2002	6/30/2003		00000296	749072	94
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersChildren's Hospital Los Angeles Contract Nos. 1001	AU+5	1/1/2002	6/30/2003		00000297	749073	95
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersChinatown Service Center Contract Nos. 100365/10.	AU+5	6/1/2002	6/30/2003		00000298	749074	96
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersCommunity Partners Contract Nos. 101442/741/790.	AU+5	6/1/2002	6/30/2003		00000299	749075	97
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersCrenshaw-West Adams-Leimert Consortium, Inc. Co	AU+5	1/1/2002	12/31/2003		00000300	749076	98

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

Date: 2/6/2014

PAGE: Page 6 of 11

RECORDS OF: COMMUNITY DEVELOPMENT/AUDIT SECTION

/CDD/02/

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. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersEntrepreneur Educational Center Contract No. 1033	AU+5	1/1/2002	6/30/2003		00000301	749077	99
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersHollenbeck Police Business Council, Inc. Contract N	AU+5	7/1/2001	6/30/2003		00000302	749078	100
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersLittle Tokyo Service Center Contract No. 104757 - 2C	AU+5	1/1/2002	6/30/2003		00000303	749079	101
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersNew Directions For Youth Contract Nos. 100029 & 1	AU+5	1/1/2002	12/31/2003		00000304	749080	102
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersPlaza Community Center Contract No. 100030 - 7/1/	AU+5	7/1/2001	6/30/2003		00000305	749081	103
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersSn Fdo. Valley Friends of Homeless Women & Child	AU+5	1/1/2002	6/30/2003		00000306	749082	104
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersLos Angeles Center For Therapy & Education Contra	AU+5	1/1/2002	12/31/2004		00000307	749083	105
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersValley Community Clinic Contract No. 104712 (2 Folc	AU+5	12/31/2002	12/31/2003		00000308	749084	106
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersWoodcraft Rangers Contract Nos. 99268 & 100036 -	AU+5	1/1/2002	3/31/2004		00000309	749085	107
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersAssistance League of Southern California Contract N	AU+5	7/1/2002	6/30/2004		00000310	749086	108
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersCalifornia Council for Veterans Affairs, Inc. Contract N	AU+5	7/1/2003	6/30/2004		00000311	749087	109
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersBoys & Girls Club of Echo Park Contract No. 104911	AU+5	4/1/2003	6/30/2004		00000312	749088	110
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersEl Centro de Ayuda Contract Nos. 99291 & 105584 (	AU+5	1/1/2003	12/31/2004		00000313	749136	111
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersHathaway Children & Family Services Contract No. 1	AU+5	4/1/2003	6/30/2004		00000314	749137	112
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersHousing Authority of the City of Los Angeles Co. Nos	AU+5	1/1/2003	12/31/2004		00000315	749138	113
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersInstituto de Educacion Popular del Sur de California	AU+5	11/1/2002	6/30/2004		00000316	749139	114
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersLULA Washington Dance Contract No. 104734 - 9/3(	AU+5	7/1/2003	6/30/2004		00000317	749140	115
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersMCS Rehabilitation, Inc. Contract No. 105436 (5 Fol	AU+5	1/1/2000	3/31/2004		00000318	749141	116
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersNeighborhood Legal Services of LA County Contract	AU+5	4/1/2003	3/31/2004		00000319	749142	117
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersPlaza Community Center, Inc. Contract No. 100030	AU+5	7/1/2001	3/31/2004		00000320	749143	118
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersTCCI Contract Nos. 99301, 104931, 104932, 102025	AU+5	7/1/2003	6/30/2004		00000321	749144	119
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersTTI America Contract Nos. 105045, 105044 & 10566	AU+5	1/1/2003	6/30/2004		00000322	749145	120
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersWatts Labor Co. Nos. 103285, 105404/450, 99256, 1	AU+5	4/1/2003	6/30/2004		00000323	749146	121
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersACI Contract No. 103220 (2 Folders) - 1/1/01-6/30/02	AU+5	1/1/2001	6/30/2004		00000324	749147	122
O001. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersCRDP Contract Nos. 101912 & 105780 - 2001-2002C	AU+5	7/1/2001	6/30/2004		00000325	749148	123

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

RECORDS OF: COMMUNITY DEVELOPMENT/AUDIT SECTION

/CDD/02/

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. /CDD/02/	<b>AGENCY RECORDS</b> Agency Records Fiscal Review Reports/Working PapersAsian Youth Center Contract No. 99255 - 1/1/02-6/30	AU+5	7/1/2001	6/30/2004		00000326	749149	124
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesART SHARE LOS ANGELES - 100335 (1/1/01-4/30/01)BUILD REHAB IND. - 1015E	AU+5	1/1/2001	12/31/2001		00000378	806434	125
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesCHARO COMM. DEV. CORP (2 FOLDERS) (10/1/00-3/31/01)CHILDREN'S BUREA	AU+5	10/1/2000	4/30/2001		00000379	806435	126
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesALL PEOPLE CHRISTIAN CENTER - 100048 (7/1/01-10/31/01)EL CENTRO DE AM	AU+5	2/1/2001	6/30/2002		00000380	806436	127
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesALL PEOPLE CHRISTIAN CENTER - 100048 (7/1/02-4/30/03)CATHOLIC CHARITI	AU+5	1/1/2002	4/30/2003		00000381	806437	128
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesALL PEOPLE CHRISTIAN CENTER - 100048 (7/1/02-4/30/03)CATHOLIC CHARITI	AU+5	1/1/2002	5/31/2003		00000382	806438	129
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesEL CENTRO DE AMISTAD - 100023 (7/1/02-5/31/03)PROJECT HEAVY WEST - 10	AU+5	1/1/2002	5/31/2003		00000383	806439	130
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesEL CENTRO DE AMISTAD - 100023 (7/1/02-5/31/03)PROJECT HEAVY WEST - 10	AU+5	4/1/2003	6/30/2004		00000384	806440	131
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesCITY OF HAWTHORNE SBWIB - 105406, 105536 (2 FOLDERS) (7/1/03-1/31/04)R	AU+5	7/1/2003	11/30/2004		00000385	806441	132
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesCOMM. CAREER DEV. INC. - 106863, 105351 (6 FOLDERS) (7/1/04-6/30/05)"	AU+5	7/1/2004	6/30/2005		00000386	806442	133
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesCOMM. CAREER DEV. INC. - 106863, 105351 (6 FOLDERS) (7/1/04-6/30/05)CFR	AU+5	7/1/2004	6/30/2005		00000387	806443	134
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesHOUSING AUTHORITY OF THE CITY OF L.A. (7/1/04-6/30/05)IMMACULATE HEA	AU+5	4/1/2004	6/30/2005		00000388	806444	135
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesLOS ANGELES CONSERVATION CORPS - 103990, 104831, 105319, 105405, 105	AU+5	7/1/2003	6/30/2005		00000389	806445	136
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesLACCD - 99389, 107114 (2 FOLDERS) (7/1/04-6/30/05)L.A. COMM. DESIGN CEN	AU+5	4/1/2004	6/30/2005		00000390	806446	137
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesLUTHERN SOCIAL SERVICES OF SOCAL - 104735 (3 FOLDERS) (7/1/04-6/30/05	AU+5	7/1/2004	6/30/2005		00000391	806447	138
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesMARRIOTT FOUNDATION (7/1/04-6/30/05)NEW ECONOMICS FOR WOMEN (2 F	AU+5	1/1/2004	6/30/2005		00000392	806448	139
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesEISNER PEDIATRIC AND FAM MEDICAL CTR - 106860 (4 FOLDERS) (1/1/04-12/	AU+5	1/1/2004	6/30/2005		00000393	806449	140
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesPEOPLE WHO CARE - 104946 (2 FOLDERS) (7/1/04-6/30/05)PLAZA COMM. CEN	AU+5	4/1/2004	6/30/2005		00000394	806450	141
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesFAMILY CENTER - 99283, 100784, 100785, 108177 (7/1/04-6/30/05)LACOE - 1051	AU+5	4/1/2004	6/30/2005		00000395	806451	142
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesTHE CHRYSALIS CENTER - 107150 (7/1/04-6/30/05)T.H.E. CLINIC - 100035 (3 FC	AU+5	7/1/2004	6/30/2005		00000396	806452	143
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesTCCI - 99301, 104931, 104932, 107054, 102025 (3 FOLDERS) (7/1/04-6/30/05)TTI	AU+5	7/1/2004	6/30/2005		00000397	806453	144
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesUAW - 106861 (2 FOLDERS) (7/1/04-6/30/05)UNITED CEREBRAL PALSY CHILDR	AU+5	4/1/2004	6/30/2005		00000398	806454	145
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesWAVE (7/1/04-6/30/05)WESTSIDE CENTER FOR IND. LIVING - 104711 (4/1/04-9/	AU+5	4/1/2004	9/30/2005		00000399	806455	146
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesAL WOOTEN JR - 104868 (7/1/05-6/30/06)ARBOR E&T - 108385, 108465 (3 FOLD	AU+5	7/1/2005	6/30/2006		00000400	806456	147
O001. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesAFRICAN AMERICAN UNITY CTR (7/1/05-6/30/06)ALCOCHOLISM CTR FOR WOI	AU+5	4/1/2005	10/31/2006		00000401	806457	148

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

Date: 2/6/2014

PAGE: Page 8 of 11

RECORDS OF: COMMUNITY DEVELOPMENT/AUDIT SECTION

/CDD/02/

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. /CDD/02/	<b>AGENCY RECORDS</b> "Fiscal Review Audit FilesAFRICAN AMERICAN UNITY CTR (7/1/05-6/30/06)ALCOHOLISM CTR FOR WO	AU+5	7/1/2005	11/30/2006		000000402	806458	149
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2005	6/30/2006		000000403	806459	150
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2005	6/30/2006		000000404	806460	151
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2005	6/30/2006		000000405	806461	152
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2005	6/30/2006		000000406	806462	153
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2004	6/30/2006		000000407	806463	154
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2005	6/30/2006		000000408	806464	155
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2005	6/30/2006		000000409	806465	156
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2005	6/30/2006		000000410	806466	157
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	2/1/2005	6/30/2006		000000411	806467	158
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2004	6/30/2006		000000412	806468	159
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2005	6/30/2006		000000413	806469	160
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2005	6/30/2006		000000414	806470	161
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2004	12/31/2006		000000415	806471	162
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2005	6/30/2006		000000416	806472	163
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2005	6/30/2006		000000417	806473	164
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2005	6/30/2006		000000418	806474	165
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2005	11/30/2006		000000419	806475	166
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2005	6/30/2007		000000420	806476	167
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2006	6/30/2007		000000421	806477	168
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2006	6/30/2007		000000422	806478	169
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2006	6/30/2007		000000423	806479	170
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2006	6/30/2007		000000424	806480	171
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2006	6/30/2007		000000425	806481	172
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2006	6/30/2007		000000426	806482	173

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

RECORDS OF: COMMUNITY DEVELOPMENT/AUDIT SECTION

/CDD/02/

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. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2006	6/30/2007		000000427	806483	174
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2006	6/30/2007		000000428	806484	175
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2006	6/30/2007		000000429	806485	176
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2006	6/30/2007		000000430	806486	177
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2006	6/30/2007		000000431	806487	178
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2006	6/30/2007		000000432	806488	179
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2006	6/30/2007		000000433	806489	180
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2007	6/30/2008		000000434	806490	181
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2007	6/30/2008		000000435	806491	182
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2007	12/31/2008		000000436	806492	183
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2007	6/30/2008		000000437	806493	184
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2007	6/30/2008		000000438	806494	185
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2007	1/31/2008		000000439	806495	186
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2007	6/30/2008		000000440	806496	187
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2007	6/30/2008		000000441	806497	188
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2007	6/30/2008		000000442	806498	189
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2007	6/30/2008		000000443	806499	190
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2007	6/30/2008		000000444	806500	191
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2007	6/30/2008		000000445	806501	192
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2007	6/30/2008		000000446	806502	193
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2007	6/30/2008		000000447	806503	194
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2007	6/30/2008		000000448	806504	195
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2001	12/31/2003		000000489	806545	196
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2002	12/31/2003		000000490	806546	197
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2002	12/31/2003		000000491	806547	198

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

Date: 2/6/2014

PAGE: Page 10 of 11

RECORDS OF: COMMUNITY DEVELOPMENT/AUDIT SECTION

/CDD/02/

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. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2002	12/31/2003		000000492	806548	199
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2002	12/31/2003		000000493	806549	200
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2002	12/31/2003		000000494	806550	201
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2002	6/30/2004		000000495	806551	202
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2003	12/31/2004		000000496	806552	203
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2003	12/31/2004		000000497	806553	204
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2003	6/30/2004		000000498	806554	205
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	2/1/2003	6/30/2004		000000499	806555	206
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2004	6/30/2005		000000500	806556	207
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2004	6/30/2005		000000501	806557	208
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2004	6/30/2005		000000502	806558	209
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2003	6/30/2005		000000503	806559	210
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2003	6/30/2005		000000504	806560	211
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2004	6/30/2005		000000505	806561	212
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2004	6/30/2006		000000506	806562	213
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2005	6/30/2006		000000507	806563	214
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2005	6/30/2006		000000508	806564	215
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2005	6/30/2006		000000509	806565	216
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2004	6/30/2006		000000510	806566	217
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2005	6/30/2007		000000511	806567	218
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	10/1/2004	6/30/2007		000000512	806568	219
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2006	6/30/2007		000000513	806569	220
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2006	6/30/2007		000000514	806570	221
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2006	6/30/2007		000000515	806571	222
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2007	6/30/2008		000000516	806572	223

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

RECORDS OF: COMMUNITY DEVELOPMENT/AUDIT SECTION

/CDD/02/

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. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	10/1/2006	6/30/2008		000000517	806573	224
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2006	6/30/2008		000000518	806574	225
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2007	6/30/2008		000000519	806575	226
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2007	6/30/2008		000000520	806576	227
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	4/1/2003	3/31/2004		000000535	806591	228
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	1/1/2003	11/1/2007		000000536	806592	229
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2002	7/1/2004		000000537	806593	230
O001. /CDD/02/	<b>AGENCY RECORDS</b> AGENCY RECORDS	AU+5	7/1/2007	6/30/2008		000000538	806594	231

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 231

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

**TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION**

=====

I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD): [Signature] BY (DEPT HEAD): [Signature] DATE: 5/7/16


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



**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: May 11, 2015

TO: The Information Technology & Government Affairs Committee

FROM:   
Jeffery Whitmore, Chief Management Analyst  
Economic and Workforce Development Department

SUBJECT: **REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY**

SITUATION:

In accordance with instructions from the Information Technology & Government Affairs Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

<u>Schedule No.</u>	<u>Department/Division</u>
CDD/04	Community Development, Financial Management Budget Section

<u>Schedule Item No</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O001	Payment Vouchers	AU+5	32
O002	Purchase Orders For SMS	AU+5	8
A003	Purchasing Card Documents	AU+5	12
A004	Vendor Documents	AU+5	8

REASONS:

The records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

JW:ps

Attachments: Request For Authority To Destroy Obsolete Records

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

Date: 2/6/2014

PAGE: Page 1 of 3

RECORDS OF: COMMUNITY DEVELOPMENT/BUDGET SECTION

/CDD/04/

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. /CDD/04/	<b>PAYMENT VOUCHERS</b> 14TH AUDIT PV'S AMERICA'S CUP EXPRESSO BARBMC SOFTWARE SVCS.BRAGON RESTAURANT C/	AU+5	1/14/2004	6/16/2004	DO	000000001	731644	1
O002. /CDD/04/	<b>PURCHASE ORDERS FOR SMS</b> A TO Z GLASS & MIRROR INC.A&R TARPULINS INC.ALIMEDAMERICAN BUSINESS MACHINESAMERIK	AU+5	2/7/2001	12/27/2002	DO	000000002	731645	2
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> A TO Z GLASS & MIRROR INC. AAA FLAG & BANNER MFG. CO. AMERICAN BUSINESS MACHINES AME	AU+5	1/2/2003	12/22/2003	DO	000000003	731646	3
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> AMERICAN BUSINESS MACHINES AT&T BANK ONE NA. CANDIDO MAREZCFI PRO SERVICES, INC.CIT	AU+5	2/2/1998	12/28/2001	DO	000000004	731647	4
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> A & R HOME IMPROVEMENT A PROFESSIONAL BLDG. SERVICESADT SECURITY SERVICESALL SYST	AU+5	1/6/2004	12/21/2004	DO	000000005	731648	5
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> ABIGAIL RAMIREZADT SECURITY SERVICESALEXANDRA PAXTONALL SYSTEMS FIRE PROTECTIONA	AU+5	1/18/2005	6/6/2006	DO	000000006	731649	6
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> A&J PAINTING COMPANYA&R HOME IMPROVEMENTA-1 FLOOR SPECIALISTADT SECURITY SERVICE	AU+5	4/28/2003	6/22/2006	DO	000000007	731650	7
O002. /CDD/04/	<b>PURCHASE ORDERS FOR SMS</b> ALLIANCE ARTFORMSAMERICAN RELOCATION & LOGISTICAMPKO SYSTEM PARKINGANGELUS BUS	AU+5	5/6/2004	6/9/2006	DO	000000008	731651	8
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> A & R HOME IMPROVEMENTAMERICAN LANDSCAPE INC.AMERICAN LANDSCAPE MAINTENANCEAPF	AU+5	1/7/2003	6/22/2004	DO	000000009	731652	9
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> ADT SECURITY SERVICESADVANCED ELECTRICAIRBORNE EXPRESSALL LITES COMPANYAMERICA	AU+5	1/7/2003	6/22/2004	DO	000000010	731653	10
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> ADT SECURITY SERVICESAIRBORNE EXPRESSAMERICA'S CUP EXPRESSO BARAPEX LEGAL COPY :	AU+5	1/2/2002	12/30/2002	DO	000000011	731654	11
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> Travel Documents for: AE5051428M-AE5051480M;TL5220732-TL5220791LILY LEEREYNOLD M. BLIGHTJ	AU+5	12/12/2004	7/19/2005	DO	000000012	731655	12
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> Travel Documents for: TL6220800-TL220862LISA SALAZAR, LAURA CANTUEILEEN SCALLYELLEN FAWL	AU+5	7/18/2005	3/15/2006	DO	000000013	731656	13
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> A&J PAINTING COMPANYAMERICAN HERITAGE LANDSCAPE LPAMERICAN LANDSCAPE MAINTENAN	AU+5	7/11/2002	4/18/2007	DO	000000014	731657	14
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> AT&T WIRELESSCANON BUSINESS SOLUTIONSEVENFLO COMPANY INC.SKYTEL COMMUNICATIONS	AU+5	7/19/2003	5/24/2007	DO	000000015	731658	15
O002. /CDD/04/	<b>PURCHASE ORDERS FOR SMS</b> AMPKO SYSTEM PARKINGANCHOR AUDIO INC.ANGELUS BUSINESS SYSTEMS INC.ANIXTER- LOS AN	AU+5	10/7/2004	8/3/2007	DO	000000016	731659	16
O002. /CDD/04/	<b>PURCHASE ORDERS FOR SMS</b> PAYMENT VOUCHERPACIFIC MAILING EQUIPMENT 990027PETTY CASH ACCOUNT 990788,990844, 99	AU+5	7/31/1998	6/23/1999	DO	000000017	731660	17
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> Petty Cash:PV 0310022A878 DEMAND 00000346140PV 0310022A829 DEMAND 00000337560PV 0310022	AU+5	1/2/2003	6/16/2003	DO	000000018	731661	18
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> CDD PETTY CASH 03A368, 03A367, 020403CDD PETTY CASH 03A355, 03A330, 03A254CDD PETTY CA	AU+5	9/10/2001	11/27/2002	DO	000000019	731662	19
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> Petty CashPV 0310022A648 DEMAND 00000319799PV 0310022A693 DEMAND 00000323712PV 0310022/	AU+5	1/2/2003	6/16/2003	DO	000000020	731663	20
A003. /CDD/04/	<b>PURCHASING CARD DOCUMENTS</b> PURCHASING CARD DOCUMENTSCREDIT CARD PURCHASES FOR:JON SANDOVAL, MABEL JABIDO	AU+5	7/6/2000	9/26/2000	DO	000000021	731664	21
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> Petty CashPV 04100220437 DEMAND 00000416482PV 04100220369 DEMAND 00000405155PV 04100220	AU+5	5/14/2003	6/21/2004	DO	000000022	731665	22
A003. /CDD/04/	<b>PURCHASING CARD DOCUMENTS</b> PURCHASING CARD DOCUMENTSCREDIT CARD PURCHASES FOR:MABEL JABIDO, MARK TORRES, (	AU+5	6/24/2003	12/26/2003	DO	000000023	731666	23
A003. /CDD/04/	<b>PURCHASING CARD DOCUMENTS</b> PURCHASING CARD DOCUMENTSCREDIT CARD PURCHASES FOR:STEVEN HUTCHINSON, MABEL J/	AU+5	6/25/2001	7/24/2001	DO	000000024	731667	24
A003. /CDD/04/	<b>PURCHASING CARD DOCUMENTS</b> PURCHASING CARD DOCUMENTSCREDIT CARD PURCHASES FOR:MARK TORRES, NEIL JONES, ROI	AU+5	6/24/2002	12/24/2002	DO	000000025	731668	25

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

RECORDS OF: COMMUNITY DEVELOPMENT/BUDGET SECTION

/CDD/04/

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
A003. /CDD/04/	<b>PURCHASING CARD DOCUMENTS</b> PURCHASING CARDS DOCUMENTS JAIME PACHECO-OROZCO, ROBERT SAINZ, MARK TORRES, STEI	AU+5	8/24/2001	1/15/2002	DO	000000026	731669	26
A003. /CDD/04/	<b>PURCHASING CARD DOCUMENTS</b> PURCHASING CARDS DOCUMENTS MARK TORRES, MABEL JABIDO, NEIL JONES, ROBERT SAINZ, JA	AU+5	2/24/2003	8/25/2003	DO	000000027	731670	27
A003. /CDD/04/	<b>PURCHASING CARD DOCUMENTS</b> PURCHASING CARDS DOCUMENTS ROBERT SAINZ, MARK TORRES, JAIME OROZCO, NEIL JONES, IRI	AU+5	1/24/2003	5/27/2003	DO	000000028	731671	28
A003. /CDD/04/	<b>PURCHASING CARD DOCUMENTS</b> PURCHASING CARDS DOCUMENTS JON SANDOVAL, JAIME PACHECO-OROZCO, ROBERT SAINZ, MAR	AU+5	11/26/2001	12/26/2001	DO	000000029	731672	29
A003. /CDD/04/	<b>PURCHASING CARD DOCUMENTS</b> PURCHASING CARDS DOCUMENTS JON SANDOVAL, ROBERT SAINZ, MABEL JABIDO, STEPHEN HUT	AU+5	12/21/2000	6/28/2001	DO	000000030	731673	30
A003. /CDD/04/	<b>PURCHASING CARD DOCUMENTS</b> Purchasing cards documents various card holders (audit findings) Petty cash pvs (audit findings) V00001, X000	AU+5	7/3/2001	10/25/2004	DO	000000031	731674	31
A004. /CDD/04/	<b>VENDOR DOCUMENTS</b> Vendor Documents AT&T PHONE BILLS SBC/MCI	AU+5	8/1/2003	8/14/2006	DO	000000032	731675	32
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> PAYMENT VOUCHERS 607 N VERMONT LLC. AMERICAN EXPRESS BELL BUILDING MAINTENANCE CO.	AU+5	7/8/2004	12/29/2004	DO	000000033	731676	33
O002. /CDD/04/	<b>PURCHASE ORDERS FOR SMS</b> PURCHASE ORDERS FOR SMS A TO Z ENTERPRISES A TO Z GLASS & MIRROR INC. AAA FLAG & BAN	AU+5	7/8/2004	12/29/2004	DO	000000034	731677	34
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> Payment Vouchers PV'S UNDER & 500.00	AU+5	7/1/1997	6/30/1998	DO	000000035	731678	35
A003. /CDD/04/	<b>PURCHASING CARD DOCUMENTS</b> PURCHASING CARDS DOCUMENTS CREDIT CARD PURCHASES FOR: MARK TORRES, MABEL JABID	AU+5	4/24/2002	8/23/2002	DO	000000036	731680	36
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> (TL1220091-TL3220494)	AU+5	6/13/2001	6/20/2003	DO	000000037	731681	37
A003. /CDD/04/	<b>PURCHASING CARD DOCUMENTS</b> PURCHASING CARDS Jon Sandoval	AU+5	4/1/1999	12/22/1999	DO	000000038	731682	38
O002. /CDD/04/	<b>PURCHASE ORDERS FOR SMS</b> A TO Z GLASS & MIRROR AMERICAN BUSINESS MACHINES ATT WIRELESS CANON BUSINESS SOLUTI	AU+5	10/4/2002	1/1/2007	DO	000000039	744591	39
A004. /CDD/04/	<b>VENDOR DOCUMENTS</b> TRAVEL DOCUMENTS TL4220603, AE4051189M, TL4220607, TL4220608, TL4220610, TL4220614, TL4	AU+5	8/12/2003	6/30/2004	DO	000000040	744592	40
A004. /CDD/04/	<b>VENDOR DOCUMENTS</b> TRAVEL DOCUMENTS TL5220691, TL5220693, TL5220692, AE5051355M, TL5220694, TL5220695, TL522	AU+5	7/1/2004	6/30/2005	DO	000000041	744593	41
A004. /CDD/04/	<b>VENDOR DOCUMENTS</b> TRAVEL DOCUMENTS TL4220681, TL4220682, AE4051316M, AE4051327M, AE4051293M, AE4051344M,	AU+5	1/2/2004	6/30/2005	DO	000000042	744594	42
A004. /CDD/04/	<b>VENDOR DOCUMENTS</b> TRAVEL DOCUMENTS TL6220854, TL6220855, TL6220858, TL6220859, TL6220853, TL6220852, TL62208	AU+5	6/21/2004	6/30/2006	DO	000000043	744595	43
A004. /CDD/04/	<b>VENDOR DOCUMENTS</b> TRAVEL DOCUMENTS TL2220235-TL2220260, TL2220262, TL2220265-TL2220266, TL2220268-TL22202	AU+5	1/16/2002	7/30/2002	DO	000000044	744596	44
A004. /CDD/04/	<b>VENDOR DOCUMENTS</b> TRAVEL DOCUMENTS TL3220393, TL3220393, TL322392, TL3223220394, TL3220395, TL3220396, TL3	AU+5	7/1/2002	4/30/2003	DO	000000045	744597	45
A004. /CDD/04/	<b>VENDOR DOCUMENTS</b> TRAVEL DOCUMENTS TL3220466, TL3220467, TL3220468, TL3220469, TL3220470, TL3220471, TL322	AU+5	11/6/1998	6/30/2003	DO	000000046	744598	46
O002. /CDD/04/	<b>PURCHASE ORDERS FOR SMS</b> PURCHASE ORDERS FOR SMS PO #: 786480 - 841161	AU+5	7/12/2007	12/27/2007	DO	000000047	744599	47
O002. /CDD/04/	<b>PURCHASE ORDERS FOR SMS</b> PURCHASE ORDERS FOR SMS PO #: 538458 - 697725	AU+5	6/23/2005	10/25/2006	DO	000000048	744600	48
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> Purchase Vouchers: Travel Documents TL7220901-TL7220903, AE7051568M, AE7051572M TL7220906-TL72	AU+5	7/13/2006	9/11/2007	DO	000000049	759699	49
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> Purchase Vouchers: Travel Documents TL7220946, TL7220947, TL7220949-TL7220955, TL7220957, TL7220	AU+5	4/11/2007	9/6/2007	DO	000000050	759700	50

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

RECORDS OF: COMMUNITY DEVELOPMENT/BUDGET SECTION

/CDD/04/

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. /CDD/04/	<b>PAYMENT VOUCHERS</b> PURCHASE ORDERS FOR SMSPO's for 607 Vermont LLC	AU+5	10/13/2004	1/31/2008	DO	000000051	759701	51
			8/30/	3/15/06	AAA	Flag & Banner MFG Co	CRC	
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> PURCHASE ORDERS FOR SMSEmployment Guide	AU+5	6/20/2005	6/22/2006	DO	000000052	759702	52
			11/29/05	Lee Dudley Solutions	12/13/05	Lessons We	CRC	
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> PURCHASE ORDERS FOR SMS(FY-05)Hasler Inc	AU+5	9/9/2003	7/6/2005	DO	000000053	759703	53
			7/22/03	Hasler Inc	8/19/04 - 2/1/05	HB Distributors	5/	CRC
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> PAYMENT VOUCHERSParking Permits 2005Aetna Inc	AU+5	7/1/2004	6/30/2005	DO	000000054	759704	54
			5/11/05	Albion Pacific Property	7/9/04 - 3/22/05	A	CRC	
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> PAYMENT VOUCHERSPetty Cash - 59407Petty Cash - 5984127Petty Cash - 609771Petty Cash - 613935Pe	AU+5	1/1/2005	12/31/2005	DO	000000055	759705	55
							CRC	
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> PAYMENT VOUCHERSPetty Cash	AU+5	10/31/2006	1/22/2008	DO	000000056	759706	56
		788687	10/31/06	Petty Cash	788686	10/31/0	CRC	
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> PAYMENT VOUCHERSPetty Cash	AU+5	6/1/2005	4/26/2006	DO	000000057	759707	57
		656665	10/18/05	Petty Cash	679989	12/30/0	CRC	
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> PAYMENT VOUCHERS2005 - 2007 SMS PO'sVerizon California	AU+5	1/1/2003	12/31/2008	DO	000000058	759708	58
			2005	VTP Inc	2007	Best Buy	CRC	
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> PAYMENT VOUCHERS2005 - 2007 SMS PO'sVerizon California	AU+5	1/1/2003	12/31/2008	DO	000000059	759709	59
			2005	VTP Inc	2007	Best Buy	CRC	
O001. /CDD/04/	<b>PAYMENT VOUCHERS</b> PAYMENT VOUCHERS2006 - 2008 SMS PO'sAngelus Business System	AU+5	1/1/2007	12/31/2008	DO	000000060	759710	60
			2007	Rehab Solutions	2007	Vir	CRC	

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

60

Minus excluded boxes:

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

**TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION**

=====

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: 5/7/15

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