



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] [FIR320 0128 33 boxes HIPAA.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

Text

2 BOXES OF LOW INCOME ADJUSTMENTS
20 BOXES OF CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP
1 BOX OF B OF A LOCK BOX PAYMENTS
6 BOXES OF BILLING ADJUSTMENTS HARD COPY & BACK-UP
2 BOXES OF PAID INVOICES

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 4/24/2017

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES FIRE DEPARTMENT/ACCOUNTING

/FIR/320/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O053.	LOW INCOME ADJUSTMENTS HARD COPY & BACKUP	2/4/2009	10/2/2009	TO+7	2
O057.	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	5/21/2007	12/31/2007	TO+9	20
O062.	B OF A LOCK BOX PAYMENTS	3/1/2007	8/1/2007	TO+9	1
O068.	BILLING ADJUSTMENTS HARD COPY & BACK-UP	5/1/2009	12/31/2009	TO+7	6
O076.	PAID INVOICES	7/1/2009	6/30/2011	TO+5	2

<u>Excluded Boxes:</u>	TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION	31
	Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)	<u>0</u>
	TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION	31

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): Carmela T. Espino BY (DEPT HEAD): [Signature] DATE: 6/19/17

HIPAA RECORDS - MUST BE SECURELY DESTROYED

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 4/24/2017

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 2

RECORDS OF: LOS ANGELES FIRE DEPARTMENT/ACCOUNTING

/FIR/320/

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
O053. /FIR/320/	LOW INCOME ADJUSTMENTS HARD COPY & BACKUP LOW INCOME ADJUSTMENTS BACKUP	TO+7	2/4/2009	7/17/2009	DO	000004127	779066	1
O053. /FIR/320/	LOW INCOME ADJUSTMENTS HARD COPY & BACKUP LOW INCOME ADJUSTMENTS BACKUP	TO+7	8/7/2009	10/2/2009	DO	000004128	779067	2
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	5/21/2007	5/31/2007	DO	000003747	734815	3
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	6/1/2007	6/12/2007	DO	000003748	734816	4
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	6/13/2007	6/22/2007	DO	000003749	734817	5
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	6/25/2007	6/29/2007	DO	000003750	734818	6
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	7/2/2007	7/16/2007	DO	000004032	778451	7
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	7/17/2007	7/31/2007	DO	000004033	778452	8
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	8/1/2007	8/13/2007	DO	000004034	778453	9
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	8/14/2007	8/24/2007	DO	000004035	778454	10
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	8/29/2007	8/31/2007	DO	000004036	778455	11
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	9/5/2007	9/14/2007	DO	000004037	778456	12
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	9/17/2007	9/28/2007	DO	000004038	778457	13
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	10/1/2007	10/11/2007	DO	000004039	778458	14
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	10/12/2007	10/23/2007	DO	000004040	778459	15
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	10/24/2007	10/31/2007	DO	000004041	778460	16
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	11/1/2007	11/13/2007	DO	000004042	778461	17
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	11/14/2007	11/26/2007	DO	000004043	778462	18
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	11/27/2007	11/30/2007	DO	000004044	778463	19
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	12/3/2007	12/12/2007	DO	000004045	778464	20
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	12/13/2007	12/21/2007	DO	000004046	778465	21
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	12/26/2007	12/31/2007	DO	000004047	778466	22
O062. /FIR/320/	B OF A LOCK BOX PAYMENTS B OF A LOCK BOX PAYMENTS (LEGAL LIAISON)	TO+9	3/1/2007	8/1/2007	DO	000003817	737268	23
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP BILLING ADJUSTMENTS HARD COPY & BACK-UP	TO+7	5/1/2009	5/29/2009	DO	000004174	779113	24
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP BILLING ADJUSTMENTS HARD COPY & BACK-UP	TO+7	6/1/2009	6/30/2009	DO	000004175	779114	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: AWR

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 4/24/2017

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 2

RECORDS OF: LOS ANGELES FIRE DEPARTMENT/ACCOUNTING

/FIR/320/

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
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP BILLING ADJUSTMENTS HARD COPY & BACK-UP	TO+7	7/1/2009	8/18/2009	DO	000004176	779115	26
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP BILLING ADJUSTMENTS HARD COPY & BACK-UP	TO+7	8/19/2009	9/24/2009	DO	000004177	779116	27
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP BILLING ADJUSTMENTS HARD COPY & BACK-UP	TO+7	9/25/2009	11/30/2009	DO	000004178	779117	28
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP BILLING ADJUSTMENTS HARD COPY & BACK-UP	TO+7	12/1/2009	12/31/2009	DO	000004179	779118	29
O076. /FIR/320/	PAID INVOICES	TO+5	7/1/2009	6/30/2011		000004421	816422	30
O076. /FIR/320/	PAID INVOICES	TO+5	7/1/2010	6/30/2011		000004425	816426	31

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

31

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: 6

Reviewer Initials: BEP