



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] [FIR321 0129 61 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

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/EMERGENCY MEDICAL SERVICES /FIR/321/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O037.	EMERGENCY MEDICAL SERVICES REPORT (F-902M)	1/1/1997	12/28/1997	TO+19	61

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **61**

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

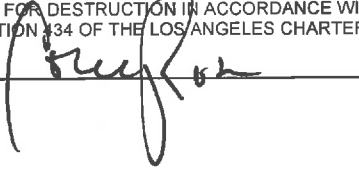
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION **61**

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.

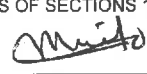
DEPARTMENT AUTHORIZATION:

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 334 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD):



BY (DEPT HEAD):



DATE:

6/12/2017

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 3

RECORDS OF: LOS ANGELES FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES **/FIR/321/**

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
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	1/1/1997 7/31/1997		000002468	610431	1
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	5/23/1997 5/26/1997		000002491	610453	2
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	5/27/1997 5/30/1997		000002492	610454	3
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	5/31/1997 6/3/1997		000002493	610455	4
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	6/4/1997 6/7/1997		000002494	610456	5
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	6/8/1997 6/11/1997		000002495	610457	6
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	6/12/1997 6/15/1997		000002496	610458	7
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	6/16/1997 6/19/1997		000002497	610459	8
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	6/20/1997 6/23/1997		000002498	610460	9
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	6/24/1997 6/27/1997		000002499	610461	10
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	6/28/1997 7/1/1997		000002500	610462	11
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	7/2/1997 7/5/1997		000002501	610463	12
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	7/6/1997 7/9/1997		000002502	610464	13
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	7/10/1997 7/13/1997		000002503	610465	14
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	7/14/1997 7/17/1997		000002504	610466	15
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	7/18/1997 7/21/1997		000002505	610467	16
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	7/22/1997 7/25/1997		000002506	610468	17
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	7/26/1997 7/29/1997		000002507	610469	18
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	7/30/1997 8/2/1997		000002508	610470	19
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	8/3/1997 8/6/1997		000002509	610471	20
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	8/7/1997 8/10/1997		000002510	610472	21
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	8/11/1997 8/14/1997		000002511	610473	22
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	8/15/1997 8/18/1997		000002512	610474	23
					CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	8/19/1997 8/22/1997		000002513	610475	24
	Emergency Medical Services Reports: 8/19/1997 TO 8/22/1997.				CRC		
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	8/23/1997 8/26/1997		000002514	610476	25
					CRC		

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: AMR

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 3

RECORDS OF:		LOS ANGELES FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES				/FIR/321/			
SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	(F-902M)	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	8/27/1997	8/30/1997		000002515 CRC	610477	26
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	8/31/1997	9/3/1997		000002516 CRC	610478	27
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	9/4/1997	9/7/1997		000002517 CRC	610479	28
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	9/8/1997	9/11/1997		000002518 CRC	610480	29
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	9/12/1997	9/15/1997		000002519 CRC	610481	30
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	9/16/1997	9/19/1997		000002520 CRC	610482	31
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	9/20/1997	9/23/1997		000002521 CRC	610483	32
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	9/24/1997	9/27/1997		000002522 CRC	610484	33
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	9/28/1997	10/1/1997		000002523 CRC	610485	34
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	10/2/1997	10/5/1997		000002524 CRC	610486	35
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	10/6/1997	10/9/1997		000002525 CRC	610487	36
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	10/10/1997	10/13/1997		000002526 CRC	610488	37
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	10/14/1997	10/17/1997		000002527 CRC	610489	38
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	10/18/1997	10/21/1997		000002528 CRC	610490	39
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	10/22/1997	10/25/1997		000002529 CRC	610491	40
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	10/26/1997	10/29/1997		000002530 CRC	610492	41
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	11/3/1997	11/11/1997		000002532 CRC	610494	42
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	11/12/1997	11/24/1997		000002533 CRC	610495	43
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	11/25/1997	12/3/1997		000002534 CRC	610496	44
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	12/4/1997	12/14/1997		000002535 CRC	610497	45
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	12/15/1997	12/23/1997		000002536 CRC	610498	46
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	10/30/1997	11/2/1997		000002537 CRC	610499	47
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	11/3/1997	11/6/1997		000002538 CRC	610500	48
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	11/7/1997	11/10/1997		000002539 CRC	610501	49
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	11/11/1997	11/14/1997		000002540 CRC	610502	50

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 25

Reviewer Initials: ADR

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 4/24/2017

BOX LISTING BY RECORD SERIES:

Box List Page 3 of 3

RECORDS OF: LOS ANGELES FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES **/FIR/321/**

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
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	11/15/1997	11/18/1997	000002541 CRC	610503	51	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	11/19/1997	11/22/1997	000002542 CRC	610504	52	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	11/23/1997	11/26/1997	000002543 CRC	610505	53	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	11/27/1997	11/30/1997	000002544 CRC	610506	54	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/1/1997	12/4/1997	000002545 CRC	610507	55	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/5/1997	12/8/1997	000002546 CRC	610508	56	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/9/1997	12/12/1997	000002547 CRC	610509	57	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/13/1997	12/16/1997	000002548 CRC	610510	58	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/17/1997	12/20/1997	000002549 CRC	610511	59	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/21/1997	12/24/1997	000002550 CRC	610512	60	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/25/1997	12/28/1997	000002551 CRC	610513	61	

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

61

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
 RECORD TYPES: MC=MICROFICHE MF=MICORFILM PH=PHOTO NG=NEGATIVE OD=OVESIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS
 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: 11

Reviewer Initials: ABC