



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-Non-HIPAA-20170424-SIGNED.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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/ACCOUNTING

/FIR/320/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O005.	REQUEST FOR ENCUMBER FUNDS (FG-106)	7/1/2011	6/30/2013	TO+2	1
O010.	REQUEST FOR PAYMENT (GEN-81)	12/24/2002	6/29/2011	TO+5	1
O020.	REMITTANCE ADVICE (F-5042A)	7/1/2005	6/30/2011	TO+5	1
O024.	TIME RECORD (F-351)	1/1/1990	12/31/1999	CL+2	22
O050.	GRANT FILES	7/1/2000	6/30/2005	CL+10	16
O055.	FILM PERMITS (FINAL CHARGES)	7/1/2007	12/1/2007	TO+9	3
O056.	DIVISION 5 PERMITS & FPB FILES HAZMAT	5/1/2007	12/31/2007	TO+9	4
O059.	BUSINESS PLAN	7/1/1990	6/30/1991	TO+7	1
O063.	FSO PAID INVOICES	7/1/2006	6/1/2007	TO+9	1
O064.	IR PAID INVOICES	7/1/2006	6/30/2007	TO+9	2
O065.	SPOT CHECKS	3/1/2007	7/31/2007	TO+9	2
O066.	BILL DIRECT PERMITS	1/1/2007	11/1/2007	TO+9	2
O069.	BRUSH CLEARANCE INVOICES/REPORTS	7/1/2006	6/30/2007	TO+9	1
O073.	UNIFORMED TERMS PAYROLL RECORDS	1/1/2002	12/31/2002	TO+5	2

Excluded Boxes:

see list below

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **59**

Minus excluded boxes:

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

38

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

21

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. Espinoza*

BY (DEPT HEAD): *Genee Felix*

DATE: 4/29/17

EXCLUDED:

- | | | | |
|--------|--------|--------|--------|
| 752915 | 752931 | 752941 | 780218 |
| 752911 | 752932 | 752942 | 780219 |
| 752918 | 752933 | 780210 | 780220 |
| 752916 | 752934 | 780211 | 780221 |
| 752925 | 752935 | 780212 | 780222 |
| 752926 | 752936 | 780213 | 780223 |
| 752927 | 752937 | 780214 | 780224 |
| 752928 | 752938 | 780215 | 780225 |
| 752929 | 752939 | 750216 | |
| 752930 | 752940 | 780217 | |

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/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
O005. /FIR/320/	REQUEST FOR ENCUMBER FUNDS (FG-106)	TO+2	7/1/2011	6/30/2013	000004419	816420	1	
O010. /FIR/320/	REQUEST FOR PAYMENT (GEN-81)	TO+5	12/24/2002	6/29/2011	000004428	816429	2	
O020. /FIR/320/	REMITTANCE ADVICE (F-5042A)	TO+5	7/1/2005	6/30/2011	000004429	816430	3	
O024. /FIR/320/	TIME RECORD (F-351) A - AZ	CL+2	1/1/1990	12/31/1999	000003871	752915	4	
O024. /FIR/320/	TIME RECORD (F-351) BABIN - BOYD	CL+2	1/1/1990	12/31/1999	000003872	752911	5	
O024. /FIR/320/	TIME RECORD (F-351) BOYLE - CANCH	CL+2	1/1/1990	12/31/1999	000003873	752918	6	
O024. /FIR/320/	TIME RECORD (F-351) CANO - CONTI	CL+2	1/1/1990	12/31/1999	000003874	752916	7	
O024. /FIR/320/	TIME RECORD (F-351) CONTR - DEASEE	CL+2	1/1/1990	12/31/1999	000003875	752925	8	
O024. /FIR/320/	TIME RECORD (F-351) DEBS - FIGUER	CL+2	1/1/1990	12/31/1999	000003876	752926	9	
O024. /FIR/320/	TIME RECORD (F-351) FINDLAY - GOZAWA	CL+2	1/1/1990	12/31/1999	000003877	752927	10	
O024. /FIR/320/	TIME RECORD (F-351) GRACIA - HERRE	CL+2	1/1/1990	12/31/1999	000003878	752928	11	
O024. /FIR/320/	TIME RECORD (F-351) HIDALGO - JOHNSON	CL+2	1/1/1990	12/31/1999	000003879	752929	12	
O024. /FIR/320/	TIME RECORD (F-351) JOHNSON - KWAAS	CL+2	1/1/1990	12/31/1999	000003880	752930	13	
O024. /FIR/320/	TIME RECORD (F-351) LABARGE - LAWREN	CL+2	1/1/1990	12/31/1999	000003881	752931	14	
O024. /FIR/320/	TIME RECORD (F-351) LAWREN - MARTENS	CL+2	1/1/1990	12/31/1999	000003882	752932	15	
O024. /FIR/320/	TIME RECORD (F-351) NERKOW, OGORMAN	CL+2	1/1/1990	12/31/1999	000003883	752933	16	
O024. /FIR/320/	TIME RECORD (F-351) OLIVERI - PIZ	CL+2	1/1/1990	12/31/1999	000003884	752934	17	
O024. /FIR/320/	TIME RECORD (F-351) PLAIN - ROBLES	CL+2	1/1/1990	12/31/1999	000003885	752935	18	
O024. /FIR/320/	TIME RECORD (F-351) RODRIG - SHAFFER	CL+2	1/1/1990	12/31/1999	000003886	752936	19	
O024. /FIR/320/	TIME RECORD (F-351) SHAKSTAD - STIVA	CL+2	1/1/1990	12/31/1999	000003887	752937	20	
O024. /FIR/320/	TIME RECORD (F-351) STOLP - THURSTON	CL+2	1/1/1990	12/31/1999	000003888	752938	21	
O024. /FIR/320/	TIME RECORD (F-351) TIET - VOWELS	CL+2	1/1/1990	12/31/1999	000003889	752939	22	
O024. /FIR/320/	TIME RECORD (F-351) WADE - ZZ	CL+2	1/1/1990	12/31/1999	000003890	752940	23	
O024. /FIR/320/	TIME RECORD (F-351) MICALEF - NEALY	CL+2	1/1/1990	12/31/1999	000003891	752941	24	
O024. /FIR/320/	TIME RECORD (F-351) MARTINEZ - MEYER	CL+2	1/1/1990	12/31/1999	000003892	752942	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: 3

Reviewer Initials: AAK

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/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
0050.	GRANT FILES	CL+10	7/1/2003	6/30/2004	000004270	780210	26	
/FIR/320/	GRANT FILES - UASI/SHSGP				CRC			
0050.	GRANT FILES	CL+10	7/1/2003	6/30/2004	000004271	780211	27	
/FIR/320/	GRANT FILES - UASI/SHSGP				CRC			
0050.	GRANT FILES	CL+10	7/1/2003	6/30/2004	000004272	780212	28	
/FIR/320/	GRANT FILES - UASI/SHSGP				CRC			
0050.	GRANT FILES	CL+10	7/1/2004	6/30/2005	000004273	780213	29	
/FIR/320/	GRANT FILES - UASI				CRC			
0050.	GRANT FILES	CL+10	7/1/2004	6/30/2005	000004274	780214	30	
/FIR/320/	GRANT FILES - UASI				CRC			
0050.	GRANT FILES	CL+10	7/1/2003	6/30/2004	000004275	780215	31	
/FIR/320/	GRANT FILES - SHSGP				CRC			
0050.	GRANT FILES	CL+10	7/1/2003	6/30/2004	000004276	780216	32	
/FIR/320/	GRANT FILES - USAI/SHSGP				CRC			
0050.	GRANT FILES	CL+10	7/1/2003	6/30/2004	000004277	780217	33	
/FIR/320/	GRANT FILES - USAI/SHSGP				CRC			
0050.	GRANT FILES	CL+10	7/1/2004	6/30/2005	000004278	780218	34	
/FIR/320/	GRANT FILES - USAI				CRC			
0050.	GRANT FILES	CL+10	7/1/2002	6/30/2003	000004279	780219	35	
/FIR/320/	GRANT FILES - USAI/SHSGP				CRC			
0050.	GRANT FILES	CL+10	7/1/2002	6/30/2003	000004280	780220	36	
/FIR/320/	GRANT FILES - USAI/SHSGP				CRC			
0050.	GRANT FILES	CL+10	7/1/2002	6/30/2003	000004281	780221	37	
/FIR/320/	GRANT FILES - USAI/SHSGP				CRC			
0050.	GRANT FILES	CL+10	7/1/2002	6/30/2003	000004282	780222	38	
/FIR/320/	GRANT FILES - USAI/SHSGP				CRC			
0050.	GRANT FILES	CL+10	7/1/2000	6/30/2005	000004283	780223	39	
/FIR/320/	GRANT FILES - USAI/SHSGP				CRC			
0050.	GRANT FILES	CL+10	7/1/2004	6/30/2005	000004284	780224	40	
/FIR/320/	GRANT FILES - USAI/SHSGP				CRC			
0050.	GRANT FILES	CL+10	7/1/2004	6/30/2005	000004285	780225	41	
/FIR/320/	GRANT FILES - USAI				CRC			
0055.	FILM PERMITS (FINAL CHARGES)	TO+9	7/1/2007	10/1/2007	DO	000004084	778984	42
/FIR/320/	FILM LA PERMITS (INVOICES)				CRC			
0055.	FILM PERMITS (FINAL CHARGES)	TO+9	7/1/2007	12/1/2007	DO	000004085	778985	43
/FIR/320/	FILM LA PERMITS (INVOICES)				CRC			
0055.	FILM PERMITS (FINAL CHARGES)	TO+9	10/1/2007	11/1/2007	DO	000004089	778989	44
/FIR/320/	FILM LA PERMITS (INVOICES)				CRC			
0056.	DIVISION 5 PERMITS & FPB FILES HAZMAT	TO+9	5/1/2007	6/30/2007	DO	000003840	750194	45
/FIR/320/	Division 5 Permits & FPB Hazmat				CRC			
0056.	DIVISION 5 PERMITS & FPB FILES HAZMAT	TO+9	11/1/2007	12/31/2007	DO	000004228	779653	46
/FIR/320/	DIVISION 5 & 15 PERMITS B&S PD (FY'08)				CRC			
0056.	DIVISION 5 PERMITS & FPB FILES HAZMAT	TO+9	7/1/2007	8/31/2007	DO	000004229	779654	47
/FIR/320/	DIVISION 5 & 15 PERMITS B&S PD (FY'08)				CRC			
0056.	DIVISION 5 PERMITS & FPB FILES HAZMAT	TO+9	9/1/2007	10/31/2007	DO	000004233	779658	48
/FIR/320/	DIVISION 5 & 15 PERMITS B&S PD (FY'08)				CRC			
0059.	BUSINESS PLAN	TO+7	7/1/1990	6/30/1991		000001812	609154	49
/FIR/320/	BUSINESS PLAN				CRC			
0063.	FSO PAID INVOICES	TO+9	7/1/2006	6/1/2007	DO	000004113	779013	50
/FIR/320/	FSO PAID INVOICES				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:

9

Reviewer Initials:

APR

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/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
O064. /FIR/320/	IR PAID INVOICES IR PAID INVOICES	TO+9	7/1/2006	6/1/2007	DO	000004110 CRC	779010	51
O064. /FIR/320/	IR PAID INVOICES IR PAID INVOICES	TO+9	7/1/2006	6/30/2007	DO	000004249 CRC	779950	52
O065. /FIR/320/	SPOT CHECKS SPOT CHECKS FY '07	TO+9	3/1/2007	6/1/2007	DO	000004100 CRC	779000	53
O065. /FIR/320/	SPOT CHECKS SPOT CHECKS FY '07 & FEE EXEMPTS	TO+9	7/1/2007	7/31/2007	DO	000004103 CRC	779003	54
O066. /FIR/320/	BILL DIRECT PERMITS BILL DIRECT PERMITS	TO+9	1/1/2007	6/1/2007	DO	000004105 CRC	779005	55
O066. /FIR/320/	BILL DIRECT PERMITS BILL DIRECT PERMITS	TO+9	7/1/2007	11/1/2007	DO	000004106 CRC	779006	56
O069. /FIR/320/	BRUSH CLEARANCE INVOICES/REPORTS BRUSH (FY'07)	TO+9	7/1/2006	6/30/2007	DO	000004222 CRC	779647	57
O073. /FIR/320/	UNIFORMED TERMS PAYROLL RECORDS Uniformed Term Records (Barti-La Preziosa, R)	TO+5	1/1/2002	12/31/2002		000003323 CRC	630137	58
O073. /FIR/320/	UNIFORMED TERMS PAYROLL RECORDS Uniformed Term Records (Malca, G - Woodson, W)	TO+5	1/1/2002	12/31/2002		000003324 CRC	630138	59

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

59

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=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVESIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS
 RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDENTIAL 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: 9

Reviewer Initials: pac