



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 116-160 HIPAA-SIGNED 76 boxes.pdf](#)

Department Authorization

Authorizing Person: **Date:**

City Clerk Authorization

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE **REJECT**

Authorizing Person:

Signature:

Date Signed:

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: 5/15/2018

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)	12/29/1997	12/29/1998	TO+19	76
<u>Excluded Boxes:</u>				TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION	76
				Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)	0
				TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION	76

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): *[Signature]*

BY (DEPT HEAD): *[Signature]*

DATE: 7/12/18

**HIPAA RECORDS
MUST BE SECURELY DESTROYED**

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

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	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/29/1997	1/1/1998		000002552 CRC	610514	1	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	3/9/1998	3/11/1998		000002619 CRC	610545	2	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	3/12/1998	3/14/1998		000002620 CRC	610546	3	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	3/15/1998	7/17/1998		000002632 CRC	610558	4	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	3/18/1998	7/20/1998		000002633 CRC	610559	5	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	3/21/1998	7/23/1998		000002634 CRC	610560	6	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	3/24/1998	7/26/1998		000002635 CRC	610561	7	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	3/27/1998	7/29/1998		000002636 CRC	610562	8	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	3/30/1998	4/1/1998		000002637 CRC	610563	9	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	4/2/1998	4/4/1998		000002638 CRC	610564	10	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	4/5/1998	4/7/1998		000002639 CRC	610565	11	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	4/8/1998	4/10/1998		000002640 CRC	610566	12	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	4/11/1998	4/13/1998		000002641 CRC	610567	13	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	4/14/1998	4/16/1998		000002642 CRC	610568	14	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	4/17/1998	4/20/1998		000002643 CRC	610569	15	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	4/21/1998	4/24/1998		000002644 CRC	610570	16	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	4/25/1998	4/28/1998		000002645 CRC	610571	17	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	4/29/1998	5/2/1998		000002646 CRC	610572	18	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	5/3/1998	5/6/1998		000002647 CRC	610573	19	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	5/7/1998	5/10/1998		000002648 CRC	610574	20	
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0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	5/15/1998	5/18/1998		000002650 CRC	610576	22	
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	5/19/1998	5/22/1998		000002651 CRC	610577	23	
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0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	5/28/1998	5/31/1998		000002653 CRC	610579	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: _____

Reviewer Initials: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/15/2018

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 4

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--		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
				FROM	TO				
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	6/1/1998	6/5/1998	000002654 CRC	610580	26	
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O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	6/10/1998	6/14/1998	000002656 CRC	610582	28	
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O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	6/24/1998	6/27/1998	000002659 CRC	610585	31	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	6/28/1998	7/2/1998	000002660 CRC	610586	32	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	7/3/1998	7/6/1998	000002661 CRC	610587	33	
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	7/7/1998	7/11/1998	000002662 CRC	610588	34	
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O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	9/2/1998	9/5/1998	000002676 CRC	610602	48	
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O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT	(F-902M)	TO+19	9/10/1998	9/13/1998	000002678 CRC	610604	50	

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/15/2018

BOX LISTING BY RECORD SERIES:

Box List Page 3 of 4

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	9/14/1998	9/17/1998		000002679 CRC	610605	51
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	9/18/1998	9/21/1998		000002680 CRC	610606	52
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	9/22/1998	9/25/1998		000002681 CRC	610607	53
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	9/26/1998	9/20/1998		000002682 CRC	610608	54
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	9/30/1998	10/3/1998		000002683 CRC	610609	55
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	10/4/1998	10/7/1998		000002684 CRC	610610	56
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	10/8/1998	10/11/1998		000002685 CRC	610611	57
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	10/12/1998	10/15/1998		000002686 CRC	610612	58
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	10/16/1998	10/20/1998		000002687 CRC	610613	59
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	10/21/1998	10/24/1998		000002688 CRC	610614	60
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	10/25/1998	10/28/1998		000002689 CRC	610615	61
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	10/29/1998	11/1/1998		000002690 CRC	610616	62
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O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	11/10/1998	11/13/1998		000002693 CRC	610619	65
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	11/14/1998	11/17/1998		000002694 CRC	610620	66
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	11/18/1998	11/21/1998		000002695 CRC	610621	67
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	11/22/1998	11/25/1998		000002696 CRC	610622	68
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	11/26/1998	11/29/1998		000002697 CRC	610623	69
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	11/30/1998	12/3/1998		000002698 CRC	610624	70
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/4/1998	12/7/1998		000002699 CRC	610625	71
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/8/1998	12/11/1998		000002700 CRC	610626	72
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/12/1998	12/16/1998		000002701 CRC	610627	73
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/17/1998	12/20/1998		000002702 CRC	610628	74
O037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/21/1998	12/25/1998		000002703 CRC	610629	75

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CITY OF LOS ANGELES
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Date: 5/15/2018

BOX LISTING BY RECORD SERIES:

Box List Page 4 of 4

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--		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
			FROM	TO				
0037. /FIR/321/	EMERGENCY MEDICAL SERVICES REPORT (F-902M	TO+19	12/26/1998	12/29/1998		000002704 CRC	610630	76

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

76

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

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