



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 117-162 49 Boxes Non-HIPAA Records.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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: 7/12/2018

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
0024.	TIME RECORD (F-351)	01/01/1990	12/31/1999	CL+2	22
0025.	WEEKLY CREW TIME SHEET (F-5054)	12/27/2008	12/18/2010	TO+7	27
0050.	GRANT FILES	07/01/2000	06/30/2005	CL+10	16
0055.	FILM PERMITS (FINAL CHARGES)	07/01/2007	12/01/2008	TO+9	7
0056.	DIVISION 5 PERMITS & FPB FILES HAZMAT	01/01/2008	10/31/2008	TO+9	5
0063.	FSO PAID INVOICES	07/01/2007	06/01/2008	TO+9	3
0064.	IR PAID INVOICES	07/01/2007	06/01/2008	TO+9	4
0066.	BILL DIRECT PERMITS	01/01/2008	11/01/2008	TO+9	2
0067.	FEE EXEMPT PERMITS	07/01/2007	01/01/2008	TO+9	1
0069.	BRUSH CLEARANCE INVOICES/REPORTS	07/01/2007	12/31/2008	TO+9	2

<u>Excluded Boxes:</u>	TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION	89
	Minus excluded boxes:	
	(Please line out excluded boxes on the form and note box numbers)	40
	TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION	49
		=====

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): [Signature] DATE: 7/18/18

Excluded Boxes

- | | | |
|--------|--------|--------|
| 752915 | 752937 | 780220 |
| 752911 | 752938 | 780221 |
| 752918 | 752939 | 780222 |
| 752916 | 752940 | 780223 |
| 752925 | 752941 | 780224 |
| 752926 | 752942 | 780225 |
| 752927 | 780210 | 779007 |
| 752928 | 780211 | 779008 |
| 752929 | 780212 | |
| 752930 | 780213 | |
| 752931 | 780214 | |
| 752932 | 780215 | |
| 752933 | 780216 | |
| 752934 | 780217 | |
| 752935 | 780218 | |
| 752936 | 780219 | |

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/12/2018

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 4

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
0024.	TIME RECORD (F-351) /FIR/320/ A - AZ	CL+2	01/01/1990 12/31/1999	000003871	752915	1	
0024.	TIME RECORD (F-351) /FIR/320/ BABIN - BOYD	CL+2	01/01/1990 12/31/1999	000003872	752911	2	
0024.	TIME RECORD (F-351) /FIR/320/ BOYLE - CANCH	CL+2	01/01/1990 12/31/1999	000003873	752918	3	
0024.	TIME RECORD (F-351) /FIR/320/ CANO - CONTI	CL+2	01/01/1990 12/31/1999	000003874	752916	4	
0024.	TIME RECORD (F-351) /FIR/320/ CONTR - DEASEE	CL+2	01/01/1990 12/31/1999	000003875	752925	5	
0024.	TIME RECORD (F-351) /FIR/320/ DEBS - FIGUER	CL+2	01/01/1990 12/31/1999	000003876	752926	6	
0024.	TIME RECORD (F-351) /FIR/320/ FINDLAY - GOZAWA	CL+2	01/01/1990 12/31/1999	000003877	752927	7	
0024.	TIME RECORD (F-351) /FIR/320/ GRACIA - HERRE	CL+2	01/01/1990 12/31/1999	000003878	752928	8	
0024.	TIME RECORD (F-351) /FIR/320/ HIDALGO - JOHNSON	CL+2	01/01/1990 12/31/1999	000003879	752929	9	
0024.	TIME RECORD (F-351) /FIR/320/ JOHNSON - KWAAS	CL+2	01/01/1990 12/31/1999	000003880	752930	10	
0024.	TIME RECORD (F-351) /FIR/320/ LABARGE - LAWREN	CL+2	01/01/1990 12/31/1999	000003881	752931	11	
0024.	TIME RECORD (F-351) /FIR/320/ LAWREN - MARTENS	CL+2	01/01/1990 12/31/1999	000003882	752932	12	
0024.	TIME RECORD (F-351) /FIR/320/ NERKOW, OGORMAN	CL+2	01/01/1990 12/31/1999	000003883	752933	13	
0024.	TIME RECORD (F-351) /FIR/320/ OLIVERI - PIZ	CL+2	01/01/1990 12/31/1999	000003884	752934	14	
0024.	TIME RECORD (F-351) /FIR/320/ PLAIN - ROBLES	CL+2	01/01/1990 12/31/1999	000003885	752935	15	
0024.	TIME RECORD (F-351) /FIR/320/ RODRIG - SHAFFER	CL+2	01/01/1990 12/31/1999	000003886	752936	16	
0024.	TIME RECORD (F-351) /FIR/320/ SHAKSTAD - STIVA	CL+2	01/01/1990 12/31/1999	000003887	752937	17	
0024.	TIME RECORD (F-351) /FIR/320/ STOLP - THURSTON	CL+2	01/01/1990 12/31/1999	000003888	752938	18	
0024.	TIME RECORD (F-351) /FIR/320/ TIET - VOWELS	CL+2	01/01/1990 12/31/1999	000003889	752939	19	
0024.	TIME RECORD (F-351) /FIR/320/ WADE - ZZ	CL+2	01/01/1990 12/31/1999	000003890	752940	20	
0024.	TIME RECORD (F-351) /FIR/320/ MICALEF - NEALY	CL+2	01/01/1990 12/31/1999	000003891	752941	21	
0024.	TIME RECORD (F-351) /FIR/320/ MARTINEZ - MEYER	CL+2	01/01/1990 12/31/1999	000003892	752942	22	
0025.	WEEKLY CREW TIME SHEET (F-5054) /FIR/320/ WEEKLY CREW TIME SHEET (F5054) FS 1-39 (EXCEPTIONS)	TO+7	12/27/2008 12/19/2009	000000878	829839	23	
0025.	WEEKLY CREW TIME SHEET (F-5054) /FIR/320/ WEEKLY CREW TIME SHEET (F5054) FS 40-76 (EXCEPTIONS)	TO+7	12/27/2008 12/19/2009	000000879	829840	24	
0025.	WEEKLY CREW TIME SHEET (F-5054) /FIR/320/ WEEKLY CREW TIME SHEET (F5054) FS 77-106 (EXCEPTIONS)	TO+7	12/27/2008 12/19/2009	000000880	829841	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: DAC

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/12/2018

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 4

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
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 108-536 (EXCEPTIONS)	TO+7	12/27/2008	12/19/2009	000000881		829842	26
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 537-850 (EXCEPTIONS)	TO+7	12/27/2008	12/19/2009	000000882		829843	27
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 1-18 (OVERTIME)	TO+7	12/27/2008	12/19/2009	000000883		829844	28
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 19-43 (OVERTIME)	TO+7	12/27/2008	12/19/2009	000000884		829845	29
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 44-65 (OVERTIME)	TO+7	12/27/2008	12/19/2009	000000885		829846	30
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 66-83 (OVERTIME)	TO+7	12/27/2008	12/19/2009	000000886		829847	31
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 84-97 (OVERTIME)	TO+7	12/27/2008	12/19/2009	000000887		829848	32
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 98-270 (OVERTIME)	TO+7	12/27/2008	12/19/2009	000000888		829849	33
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 400-850 (OVERTIME)	TO+7	12/27/2008	12/19/2009	000000889		829850	34
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 1-18 (EXCEPTIONS)	TO+7	12/26/2009	12/18/2010	000000890		829851	35
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 19-43 (EXCEPTIONS)	TO+7	12/26/2009	12/18/2010	000000891		829852	36
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 44-65 (EXCEPTIONS)	TO+7	12/26/2009	12/18/2010	000000892		829853	37
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 66-87 (EXCEPTIONS)	TO+7	12/26/2009	12/18/2010	000000893		829854	38
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 88-107 (EXCEPTIONS)	TO+7	12/26/2009	12/18/2010	000000894		829855	39
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 108-522 (EXCEPTIONS)	TO+7	12/26/2009	12/18/2010	000000895		829856	40
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 524-850 (EXCEPTIONS)	TO+7	12/26/2009	12/18/2010	000000896		829857	41
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 1-18 (OVERTIME)	TO+7	12/26/2009	12/18/2010	000000897		829858	42
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 19-34 (OVERTIME)	TO+7	12/26/2009	12/18/2010	000000898		829859	43
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 35-43 (OVERTIME)	TO+7	12/26/2009	12/18/2010	000000899		829860	44
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 44-65 (OVERTIME)	TO+7	12/26/2009	12/18/2010	000000900		829861	45
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 66-87 (OVERTIME)	TO+7	12/26/2009	12/18/2010	000000901		829862	46
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 88-107 (OVERTIME)	TO+7	12/26/2009	12/18/2010	000000902		829863	47
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 108-513 (OVERTIME)	TO+7	12/26/2009	12/18/2010	000000903		829864	48
O025. /FIR/320/	WEEKLY CREW TIME SHEET (F-5054) WEEKLY CREW TIME SHEET (F5054) FS 514-850 (OVERTIME)	TO+7	12/26/2009	12/18/2010	000000904		829865	49
O050. /FIR/320/	GRANT FILES GRANT FILES - UASI/SHSGP	CL+10	07/01/2003	06/30/2004	000004270		780210	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: 24

Reviewer Initials: AWR

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/12/2018

BOX LISTING BY RECORD SERIES:

Box List Page 3 of 4

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
O050. /FIR/320/	GRANT FILES GRANT FILES - UASI/SHSGP	CL+10	07/01/2003	06/30/2004	000004271	780211	51	
O050. /FIR/320/	GRANT FILES GRANT FILES - UASI/SHSGP	CL+10	07/01/2003	06/30/2004	000004272	780212	52	
O050. /FIR/320/	GRANT FILES GRANT FILES - UASI	CL+10	07/01/2004	06/30/2005	000004273	780213	53	
O050. /FIR/320/	GRANT FILES GRANT FILES - UASI	CL+10	07/01/2004	06/30/2005	000004274	780214	54	
O050. /FIR/320/	GRANT FILES GRANT FILES - SHSGP	CL+10	07/01/2003	06/30/2004	000004275	780215	55	
O050. /FIR/320/	GRANT FILES GRANT FILES - USAI/SHSGP	CL+10	07/01/2003	06/30/2004	000004276	780216	56	
O050. /FIR/320/	GRANT FILES GRANT FILES - USAI/SHSGP	CL+10	07/01/2003	06/30/2004	000004277	780217	57	
O050. /FIR/320/	GRANT FILES GRANT FILES - USAI	CL+10	07/01/2004	06/30/2005	000004278	780218	58	
O050. /FIR/320/	GRANT FILES GRANT FILES - USAI/SHSGP	CL+10	07/01/2002	06/30/2003	000004279	780219	59	
O050. /FIR/320/	GRANT FILES GRANT FILES - USAI/SHSGP	CL+10	07/01/2002	06/30/2003	000004280	780220	60	
O050. /FIR/320/	GRANT FILES GRANT FILES - USAI/SHSGP	CL+10	07/01/2002	06/30/2003	000004281	780221	61	
O050. /FIR/320/	GRANT FILES GRANT FILES - USAI/SHSGP	CL+10	07/01/2002	06/30/2003	000004282	780222	62	
O050. /FIR/320/	GRANT FILES GRANT FILES - USAI/SHSGP	CL+10	07/01/2000	06/30/2005	000004283	780223	63	
O050. /FIR/320/	GRANT FILES GRANT FILES - USAI/SHSGP	CL+10	07/01/2004	06/30/2005	000004284	780224	64	
O050. /FIR/320/	GRANT FILES GRANT FILES - USAI	CL+10	07/01/2004	06/30/2005	000004285	780225	65	
O055. /FIR/320/	FILM PERMITS (FINAL CHARGES) EIDC PERMITS	TO+9	01/01/2008	06/01/2008	DO	000004087	778987	66
O055. /FIR/320/	FILM PERMITS (FINAL CHARGES) FILM LA PERMITS (FINAL CHARGES)	TO+9	07/01/2007	06/01/2008	DO	000004088	778988	67
O055. /FIR/320/	FILM PERMITS (FINAL CHARGES) FILM LA PERMITS (INVOICES)	TO+9	03/01/2008	06/01/2008	DO	000004090	778990	68
O055. /FIR/320/	FILM PERMITS (FINAL CHARGES) FILM LA PERMITS (INVOICES)	TO+9	04/01/2008	06/01/2008	DO	000004091	778991	69
O055. /FIR/320/	FILM PERMITS (FINAL CHARGES) FILM LA PERMITS (INVOICES)	TO+9	07/01/2008	12/01/2008	DO	000004092	778992	70
O055. /FIR/320/	FILM PERMITS (FINAL CHARGES) FILM LA PERMITS (INVOICES)	TO+9	07/01/2008	10/01/2008	DO	000004093	778993	71
O055. /FIR/320/	FILM PERMITS (FINAL CHARGES) FILM LA PERMITS (INVOICES)	TO+9	08/01/2008	08/31/2008	DO	000004094	778994	72
O056. /FIR/320/	DIVISION 5 PERMITS & FPB FILES HAZMAT DIVISION 5 & 15 PERMITS B&S PD (FY'08)	TO+9	01/01/2008	02/28/2008	DO	000004227	779652	73
O056. /FIR/320/	DIVISION 5 PERMITS & FPB FILES HAZMAT DIVISION 5 & 15 PERMITS B&S PD (FY'08)	TO+9	05/01/2008	06/30/2008	DO	000004230	779655	74
O056. /FIR/320/	DIVISION 5 PERMITS & FPB FILES HAZMAT DIVISION 5 & 15 PERMITS B&S PD (FY'08)	TO+9	03/01/2008	04/30/2008	DO	000004231	779656	75

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: 10

Reviewer Initials: ARC

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/12/2018

BOX LISTING BY RECORD SERIES:

Box List Page 4 of 4

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
O056. /FIR/320/	DIVISION 5 PERMITS & FPB FILES HAZMAT DIVISION 5 & 15 PERMITS B&S PD (FY'09)	TO+9	09/01/2008	10/31/2008	DO	000004234	779659	76
O056. /FIR/320/	DIVISION 5 PERMITS & FPB FILES HAZMAT DIVISION 5 & 15 PERMITS B&S PD (FY'09)	TO+9	07/01/2008	08/31/2008	DO	000004235	779660	77
O063. /FIR/320/	FSO PAID INVOICES FSO PAID INVOICES	TO+9	07/01/2007	06/01/2008	DO	000004114	779014	78
O063. /FIR/320/	FSO PAID INVOICES FSO PAID INVOICES	TO+9	07/01/2007	06/01/2008	DO	000004119	779019	79
O063. /FIR/320/	FSO PAID INVOICES FSO PAID INVOICES	TO+9	07/01/2007	06/01/2008	DO	000004120	779020	80
O064. /FIR/320/	IR PAID INVOICES IR PAID INVOICES	TO+9	07/01/2007	06/01/2008	DO	000004111	779011	81
O064. /FIR/320/	IR PAID INVOICES IR PAID INVOICES	TO+9	07/01/2007	06/01/2008	DO	000004112	779012	82
O064. /FIR/320/	IR PAID INVOICES IR PAID INVOICES	TO+9	07/01/2007	06/01/2008	DO	000004115	779015	83
O064. /FIR/320/	IR PAID INVOICES IR PAID INVOICES	TO+9	07/01/2007	06/01/2008	DO	000004116	779016	84
O066. /FIR/320/	BILL DIRECT PERMITS BILL DIRECT PERMITS	TO+9	01/01/2008	06/01/2008	DO	000004107	779007	85
O066. /FIR/320/	BILL DIRECT PERMITS BILL DIRECT PERMITS	TO+9	07/01/2008	11/01/2008	DO	000004108	779008	86
O067. /FIR/320/	FEE EXEMPT PERMITS FEE EXEMPT PERMITS	TO+9	07/01/2007	01/01/2008	DO	000004086	778986	87
O069. /FIR/320/	BRUSH CLEARANCE INVOICES/REPORTS BRUSH LOCK BOX (FY'08)	TO+9	07/01/2007	06/30/2008	DO	000004220	779645	88
O069. /FIR/320/	BRUSH CLEARANCE INVOICES/REPORTS BRUSH CLEARANCE INVOICES/REPORTS	TO+9	01/01/2008	12/31/2008	DO	000004244	779945	89

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

89

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=OVERSIZED 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: 12

Reviewer Initials: AAK