



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 117-161 47 boxes 20180712-signed off.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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
O053.	LOW INCOME ADJUSTMENTS HARD COPY & BACKUP	11/17/2009	12/17/2010	TO+7	2
O057.	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	01/02/2008	12/31/2008	TO+9	36
O062.	B OF A LOCK BOX PAYMENTS	01/01/2008	04/08/2008	TO+9	1
O068.	BILLING ADJUSTMENTS HARD COPY & BACK-UP	01/04/2010	12/30/2010	TO+7	7
O076.	PAID INVOICES	07/01/2011	06/30/2012	TO+5	1

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

47

Minus excluded boxes:

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

47

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):

Chanelat. Espinoza

BY (DEPT HEAD):

[Signature]

DATE:

7/17/18

**HIPAA RECORDS
 MUST BE SECURELY DESTROYED**

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 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	11/17/2009	03/17/2010	DO	000004129	779068	1
O053. /FIR/320/	LOW INCOME ADJUSTMENTS HARD COPY & BACKUP Low Income Adjustments Back-Up	TO+7	04/12/2010	12/17/2010	DO	000004312	787755	2
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	01/02/2008	01/10/2008	DO	000004048	778467	3
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	01/11/2008	01/22/2008	DO	000004049	778468	4
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	01/23/2008	01/31/2008	DO	000004050	778469	5
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	02/01/2008	02/11/2008	DO	000004051	778470	6
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	02/12/2008	02/21/2008	DO	000004052	778471	7
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	02/22/2008	02/29/2008	DO	000004053	778472	8
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	03/03/2008	03/11/2008	DO	000004054	778473	9
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	03/12/2008	03/21/2008	DO	000004055	778474	10
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	03/24/2008	03/28/2008	DO	000004056	778475	11
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	04/01/2008	04/09/2008	DO	000004057	778476	12
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	04/10/2008	04/21/2008	DO	000004058	778477	13
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	04/22/2008	04/29/2008	DO	000004059	778478	14
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	05/01/2008	05/09/2008	DO	000004060	778479	15
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	05/12/2008	05/21/2008	DO	000004061	778480	16
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	05/22/2008	05/30/2008	DO	000004062	778481	17
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	06/02/2008	06/11/2008	DO	000004130	779069	18
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	06/12/2008	06/20/2008	DO	000004131	779070	19
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	06/23/2008	06/30/2008	DO	000004132	779071	20
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	07/01/2008	07/11/2008	DO	000004133	779072	21
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	07/14/2008	07/18/2008	DO	000004134	779073	22
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	07/21/2008	07/28/2008	DO	000004135	779074	23
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	07/29/2008	07/31/2008	DO	000004136	779075	24
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	08/01/2008	08/11/2008	DO	000004137	779076	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: ADR

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 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
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	08/12/2008	08/21/2008	DO	000004138	779077	26
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	08/22/2008	08/29/2008	DO	000004139	779078	27
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	09/02/2008	09/11/2008	DO	000004140	779079	28
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	09/12/2008	09/23/2008	DO	000004141	779080	29
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	09/24/2008	09/30/2008	DO	000004142	779081	30
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	10/01/2008	10/14/2008	DO	000004143	779082	31
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	10/15/2008	10/22/2008	DO	000004144	779083	32
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	10/23/2008	10/31/2008	DO	000004145	779084	33
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	11/03/2008	11/17/2008	DO	000004146	779085	34
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	11/18/2008	11/26/2008	DO	000004147	779086	35
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	12/01/2008	12/08/2008	DO	000004148	779087	36
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	12/09/2008	12/18/2008	DO	000004149	779088	37
O057. /FIR/320/	CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP CASH RECEIPTS (CR) DAILY DEPOSIT BACK-UP	TO+9	12/19/2008	12/31/2008	DO	000004150	779089	38
O062. /FIR/320/	B OF A LOCK BOX PAYMENTS B OF A LOCK BOX PAYMENTS (LEGAL LIAISON)	TO+9	01/01/2008	04/08/2008	DO	000003815	737266	39
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP BILLING ADJUSTMENTS HARD COPY & BACK-UP	TO+7	01/04/2010	01/29/2010	DO	000004180	779119	40
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP BILLING ADJUSTMENTS HARD COPY & BACK-UP	TO+7	02/01/2010	03/31/2010	DO	000004181	779120	41
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP BILLING ADJUSTMENTS HARD COPY & BACK-UP	TO+7	04/01/2010	05/31/2010	DO	000004182	779121	42
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP Billing Adjustments Hard Copy & Back-up	TO+7	06/01/2010	08/13/2010	DO	000004320	787763	43
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP Billing Adjustments Hard Copy & Back-up	TO+7	08/16/2010	10/15/2010	DO	000004321	787764	44
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP Billing Adjustments Hard Copy & Back-up	TO+7	10/18/2010	11/30/2010	DO	000004322	787765	45
O068. /FIR/320/	BILLING ADJUSTMENTS HARD COPY & BACK-UP Billing Adjustments Hard Copy & Back-up	TO+7	12/01/2010	12/30/2010	DO	000004323	787766	46
O076. /FIR/320/	PAID INVOICES	TO+5	07/01/2011	06/30/2012		000004426	816427	47

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: 22

Reviewer Initials: APR

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 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
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TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **47**

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:

Reviewer Initials: