

**CITY OF LOS ANGELES  
 REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 3/21/2016

**BOX SUMMARY BY RECORD SERIES:**

Summary Page 1 of 1

RECORDS OF:	PERSONNEL/COMMISSION	/PER/01/	
SCHD ITEM NO.	Record Series Title	TOTAL RETENTION PERIOD	Total Boxes
O001.	APPEAL FILES	CL+10	35
O002.	COMMISSION FILES	CL+10	13
O006.	HEARING REPORTER NOTES	TO+10	21
O011.	TRANSCRIPTS OF DISCIPLINARY HEARINGS & BOARD ME	CL+10	10

Excluded Boxes: 17

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **79**

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

-17  
62  
 =====

**TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION**

**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: 3/29/2016

**CITY CLERK AUTHORIZATION:**

IN ACCORDANCE WITH SECTION 12.5(D) OF THE LOS ANGELES ADMINISTRATIVE CODE AND THE MAYOR'S EXECUTIVE DIRECTIVE NO. 50, I HEREBY CERTIFY THAT THE ATTACHED REQUEST FOR AUTHORITY TO DESTROY 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 CITY CLERK STAFF HAVE REVIEWED THE REQUEST FOR HISTORICAL CONTENT AND REMOVED ANY ITEMS OF UNIQUE HISTORICAL VALUE.

BY CITY CLERK: [Signature]

DATE: 4/27/16

DATE OF NOTIFICATION: April 27, 2016 (Hold for 60 days from this date)

**CITY OF LOS ANGELES**  
**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 3/21/2016

**BOX LISTING BY RECORD SERIES:**

Box List Page 1 of 4

**RECORDS OF:** PERSONNEL/COMMISSION

**/PER/01/**

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
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FIIES 49249 - 49356	CL+10	07/31/1998	10/02/1998		000000313 CRC	628400	1
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FIIES 49357 - 49387	CL+10	10/02/1998	10/23/1998		000000314 CRC	628401	2
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FIIES 49410 - 49493	CL+10	11/13/1998	01/15/1999		000000315 CRC	628402	3
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FIIES 49494 - 49564	CL+10	01/15/1999	03/19/1999		000000316 CRC	628403	4
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FIIES 49565 - 49632	CL+10	03/19/1999	05/26/1999		000000317 CRC	628404	5
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FIIES 49633 - 49727	CL+10	05/26/1999	08/06/1999		000000318 CRC	628405	6
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FIIES 49728 - 49873	CL+10	08/06/1999	11/12/1999		000000319 CRC	628406	7
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FIIES 49874 - 49939	CL+10	11/12/1999	01/07/2000		000000320 CRC	628407	8
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FIIES 49940 - 50040	CL+10	01/07/2000	03/10/2000		000000321 CRC	628408	9
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FIIES 50073 - 50139	CL+10	04/14/2000	06/16/2000		000000322 CRC	628409	10
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FIIES 50141 - 50167	CL+10	06/13/2000	08/11/2000		000000323 CRC	628410	11
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FILES 46334 - 50206	CL+10	08/11/2000	09/28/2000		000000346 CRC	726601	12
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FILES 50207 - 50250 (FN 50148, 50188 INCLUDED IN BOX)	CL+10	08/11/2000	09/28/2000		000000347 CRC	726602	13
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FILES 50251 - 50331	CL+10	11/30/2000	04/05/2001		000000348 CRC	726603	14
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FILES 50332 - 50369	CL+10	04/05/2001	06/01/2001		000000349 CRC	726604	15
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FILES 50370 - 50429	CL+10	06/01/2001	08/09/2001		000000350 CRC	726605	16
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FILES 50430 - 50516	CL+10	08/09/2001	12/20/2001		000000351 CRC	726606	17
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FILES 50522 - 50579	CL+10	01/10/2002	04/04/2002		000000352 CRC	726609	18
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FILES 50580 - 50629	CL+10	04/04/2002	05/30/2002		000000353 CRC	726610	19
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FILES 50630 - 50761	CL+10	05/30/2002	01/16/2003		000000354 CRC	726611	20
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FILES 50762 - 50811	CL+10	01/16/2003	04/10/2003		000000355 CRC	726612	21
O001. /PER/01/	<b>APPEAL FILES</b> APPEAL FILES 50812 - 50841	CL+10	04/10/2003	05/22/2003		000000356 CRC	726613	22
<del>O001. /PER/01/</del>	<del><b>APPEAL FILES</b> APPEAL FILES 50851 - 50924</del>	<del>CL+10</del>	<del>04/10/2003</del>	<del>05/22/2003</del>		<del>000000357 CRC</del>	<del>726614</del>	<del>23</del>
<del>O001. /PER/01/</del>	<del><b>APPEAL FILES</b> APPEAL FILES 50925 - 50994</del>	<del>CL+10</del>	<del>09/25/2003</del>	<del>01/15/2004</del>		<del>000000358 CRC</del>	<del>726615</del>	<del>24</del>
<del>O001. /PER/01/</del>	<del><b>APPEAL FILES</b> APPEAL FILES 50995 - 51036</del>	<del>CL+10</del>	<del>01/15/2004</del>	<del>03/11/2004</del>		<del>000000359 CRC</del>	<del>726616</del>	<del>25</del>

**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:** [Signature]

**CITY OF LOS ANGELES**  
**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 3/21/2016

**BOX LISTING BY RECORD SERIES:**

Box List Page 2 of 4

**RECORDS OF:** PERSONNEL/COMMISSION

**/PER/01/**

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
<del>O001. /PER/01/</del>	<del>APPEAL FILES APPEAL FILES 51037 - 51078</del>	<del>CL+10</del>	<del>03/11/2004</del>	<del>04/22/2004</del>	<del>000000360</del>	<del>726617</del>	<del>26</del>	
<del>O001. /PER/01/</del>	<del>APPEAL FILES APPEAL FILES 51083 - 51104</del>	<del>CL+10</del>	<del>05/13/2004</del>	<del>06/17/2004</del>	<del>000000361</del>	<del>726618</del>	<del>27</del>	
<del>O001. /PER/01/</del>	<del>APPEAL FILES Appeal File 50948 - 51163 (included 50923)</del>	<del>CL+10</del>	<del>10/30/2003</del>	<del>09/09/2004</del>	<del>000000362</del>	<del>757863</del>	<del>28</del>	
<del>O001. /PER/01/</del>	<del>APPEAL FILES Appeal File 51164 - 51188</del>	<del>CL+10</del>	<del>09/09/2004</del>	<del>10/07/2004</del>	<del>000000363</del>	<del>757864</del>	<del>29</del>	
<del>O001. /PER/01/</del>	<del>APPEAL FILES Appeal File 51189 - 51245</del>	<del>CL+10</del>	<del>10/07/2004</del>	<del>01/27/2005</del>	<del>000000364</del>	<del>757865</del>	<del>30</del>	
<del>O001. /PER/01/</del>	<del>APPEAL FILES Appeal File 51252 - 51305</del>	<del>CL+10</del>	<del>02/10/2005</del>	<del>04/21/2005</del>	<del>000000365</del>	<del>757866</del>	<del>31</del>	
<del>O001. /PER/01/</del>	<del>APPEAL FILES Appeal File 51306 - 51334</del>	<del>CL+10</del>	<del>04/21/2005</del>	<del>05/26/2005</del>	<del>000000366</del>	<del>757867</del>	<del>32</del>	
<del>O001. /PER/01/</del>	<del>APPEAL FILES Appeal File 51335 - 51379</del>	<del>CL+10</del>	<del>05/26/2005</del>	<del>07/28/2005</del>	<del>000000367</del>	<del>757868</del>	<del>33</del>	
<del>O001. /PER/01/</del>	<del>APPEAL FILES Appeal File 51380 - 51404</del>	<del>CL+10</del>	<del>07/28/2005</del>	<del>08/25/2005</del>	<del>000000368</del>	<del>757869</del>	<del>34</del>	
<del>O001. /PER/01/</del>	<del>APPEAL FILES Appeal File 51405 - 51440</del>	<del>CL+10</del>	<del>08/25/2005</del>	<del>10/20/2005</del>	<del>000000369</del>	<del>757870</del>	<del>35</del>	
O002. /PER/01/	COMMISSION FILES COMMISSION FILES	CL+10	02/05/1999	04/30/1999	000000324	628411	36	
O002. /PER/01/	COMMISSION FILES COMMISSION FILES	CL+10	05/07/1999	08/20/1999	000000325	628412	37	
O002. /PER/01/	COMMISSION FILES COMMISSION FILES	CL+10	09/10/1999	01/21/2000	000000326	628413	38	
O002. /PER/01/	COMMISSION FILES COMMISSION FILES	CL+10	02/11/2000	05/19/2000	000000327	628414	39	
O002. /PER/01/	COMMISSION FILES COMMISSION FILES	CL+10	06/16/2000	01/22/2001	000000340	726595	40	
O002. /PER/01/	COMMISSION FILES COMMISSION FILES	CL+10	02/08/2001	09/28/2001	000000341	726596	41	
O002. /PER/01/	COMMISSION FILES COMMISSION FILES	CL+10	10/25/2001	04/04/2002	000000342	726597	42	
O002. /PER/01/	COMMISSION FILES COMMISSION FILES	CL+10	05/16/2002	09/12/2002	000000343	726598	43	
O002. /PER/01/	COMMISSION FILES COMMISSION FILES	CL+10	09/26/2002	05/08/2003	000000344	726599	44	
<del>O002. /PER/01/</del>	<del>COMMISSION FILES COMMISSION FILES</del>	<del>CL+10</del>	<del>05/22/2003</del>	<del>12/11/2003</del>	<del>000000345</del>	<del>726600</del>	<del>45</del>	
<del>O002. /PER/01/</del>	<del>COMMISSION FILES COMMISSION FILES</del>	<del>CL+10</del>	<del>01/15/2004</del>	<del>07/15/2004</del>	<del>000000370</del>	<del>757871</del>	<del>46</del>	
<del>O002. /PER/01/</del>	<del>COMMISSION FILES COMMISSION FILES</del>	<del>CL+10</del>	<del>07/29/2004</del>	<del>04/21/2005</del>	<del>000000371</del>	<del>757872</del>	<del>47</del>	
<del>O002. /PER/01/</del>	<del>COMMISSION FILES COMMISSION FILES</del>	<del>CL+10</del>	<del>05/12/2005</del>	<del>11/03/2005</del>	<del>000000372</del>	<del>757873</del>	<del>48</del>	
O006. /PER/01/	HEARING REPORTER NOTES REPORTER'S STENO NOTES	TO+10	12/22/1998	03/15/1999	000000136	628393	49	
O006. /PER/01/	HEARING REPORTER NOTES REPORTER'S STENO NOTES	TO+10	03/16/1999	09/10/1999	000000137	628394	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:** 11

**Reviewer Initials:** BA

**CITY OF LOS ANGELES**  
**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 3/21/2016

**BOX LISTING BY RECORD SERIES:**

Box List Page 3 of 4

**RECORDS OF:** PERSONNEL/COMMISSION

**/PER/01/**

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
O006. /PER/01/	HEARING REPORTER NOTES REPORTER'S STENO NOTES	TO+10	09/13/1999	11/18/1999	000000138 CRC		628395	51
O006. /PER/01/	HEARING REPORTER NOTES REPORTER'S STENO NOTES	TO+10	12/02/1999	01/21/2000	000000139 CRC		628396	52
O006. /PER/01/	HEARING REPORTER NOTES REPORTER'S STENO NOTES	TO+10	01/21/2000	03/17/2000	000000140 CRC		628397	53
O006. /PER/01/	HEARING REPORTER NOTES REPORTER'S STENO NOTES	TO+10	03/22/2000	06/15/2000	000000141 CRC		628398	54
O006. /PER/01/	HEARING REPORTER NOTES REPORTERS STENO NOTES	TO+10	06/16/2000	10/17/2000	000000332 CRC		726587	55
O006. /PER/01/	HEARING REPORTER NOTES REPORTERS STENO NOTES	TO+10	10/25/2000	01/11/2001	000000333 CRC		726588	56
O006. /PER/01/	HEARING REPORTER NOTES REPORTERS STENO NOTES	TO+10	01/24/2001	06/13/2001	000000334 CRC		726589	57
O006. /PER/01/	HEARING REPORTER NOTES REPORTERS STENO NOTES	TO+10	06/14/2001	08/23/2001	000000335 CRC		726590	58
O006. /PER/01/	HEARING REPORTER NOTES REPORTERS STENO NOTES	TO+10	09/05/2001	02/13/2002	000000336 CRC		726591	59
O006. /PER/01/	HEARING REPORTER NOTES REPORTERS STENO NOTES	TO+10	02/14/2002	06/02/2002	000000337 CRC		726592	60
O006. /PER/01/	HEARING REPORTER NOTES REPORTERS STENO NOTES	TO+10	06/04/2002	09/17/2002	000000338 CRC		726593	61
O006. /PER/01/	HEARING REPORTER NOTES REPORTERS STENO NOTES	TO+10	10/10/2002	03/28/2003	000000339 CRC		726594	62
<del>O006. /PER/01/</del>	<del>HEARING REPORTER NOTES HEARING REPORTER'S STENO NOTES</del>	<del>TO+10</del>	<del>03/01/2003</del>	<del>08/31/2003</del>	<del>000000378 CRC</del>		<del>757879</del>	<del>63</del> <i>OK TO DESTROY</i>
O006. /PER/01/	HEARING REPORTER NOTES HEARING REPORTER'S STENO NOTES	TO+10	08/01/2003	12/31/2003	000000379 CRC		757880	64
O006. /PER/01/	HEARING REPORTER NOTES HEARING REPORTER'S STENO NOTES	TO+10	01/01/2004	05/31/2004	000000380 CRC		757881	65
O006. /PER/01/	HEARING REPORTER NOTES HEARING REPORTER'S STENO NOTES	TO+10	05/01/2004	10/31/2004	000000381 CRC		757882	66
O006. /PER/01/	HEARING REPORTER NOTES HEARING REPORTER'S STENO NOTES	TO+10	10/01/2004	12/31/2004	000000382 CRC		757883	67
O006. /PER/01/	HEARING REPORTER NOTES HEARING REPORTER'S STENO NOTES	TO+10	01/01/2005	05/31/2005	000000383 CRC		757884	68
O006. /PER/01/	HEARING REPORTER NOTES HEARING REPORTER'S STENO NOTES	TO+10	05/01/2005	12/31/2005	000000384 CRC		757885	69
O011. /PER/01/	TRANSCRIPTS OF DISCIPLINARY HEARINGS & BOAR TRANSCRIPTS OF DISCIPLINARY HEARINGS & MTGS/NOTE:JOSEPH	CL+10	06/28/1998	07/27/1999	000000312 CRC		628399	70
O011. /PER/01/	TRANSCRIPTS OF DISCIPLINARY HEARINGS & BOAR TRANSCRIPTS OF HEARINGS & MEETINGS	CL+10	08/04/1999	08/11/2000	000000328 CRC		726583	71
O011. /PER/01/	TRANSCRIPTS OF DISCIPLINARY HEARINGS & BOAR TRANSCRIPTS OF HEARINGS & MEETINGS	CL+10	08/17/1999	12/19/2000	000000329 CRC		726584	72
O011. /PER/01/	TRANSCRIPTS OF DISCIPLINARY HEARINGS & BOAR TRANSCRIPTS OF HEARINGS & MEETINGS	CL+10	01/12/2001	12/06/2001	000000330 CRC		726585	73
O011. /PER/01/	TRANSCRIPTS OF DISCIPLINARY HEARINGS & BOAR TRANSCRIPTS OF HEARINGS & MEETINGS	CL+10	12/20/2001	12/12/2002	000000331 CRC		726586	74
O011. /PER/01/	TRANSCRIPTS OF DISCIPLINARY HEARINGS & BOAR TRANSCRIPTS OF HEARINGS & MEETINGS	CL+10	04/04/2003	10/21/2003	000000373 CRC		757874	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:** 25

**Reviewer Initials:** SD

**CITY OF LOS ANGELES**  
**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 3/21/2016

**BOX LISTING BY RECORD SERIES:**

Box List Page 4 of 4

**RECORDS OF:** PERSONNEL/COMMISSION

**/PER/01/**

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
O011. /PER/01/	<b>TRANSCRIPTS OF DISCIPLINARY HEARINGS &amp; BOAR</b> TRANSCRIPTS OF HEARINGS & MEETINGS	CL+10	10/23/2004	04/20/2004		000000374 CRC	757875	76
O011. /PER/01/	<b>TRANSCRIPTS OF DISCIPLINARY HEARINGS &amp; BOAR</b> TRANSCRIPTS OF HEARINGS & MEETINGS	CL+10	04/23/2004	09/17/2004		000000375 CRC	757876	77
O011. /PER/01/	<b>TRANSCRIPTS OF DISCIPLINARY HEARINGS &amp; BOAR</b> TRANSCRIPTS OF HEARINGS & MEETINGS	CL+10	09/23/2004	12/21/2004		000000376 CRC	757877	78
O011. /PER/01/	<b>TRANSCRIPTS OF DISCIPLINARY HEARINGS &amp; BOAR</b> TRANSCRIPTS OF HEARINGS & MEETINGS	CL+10	11/13/2005	05/10/2005		000000377 CRC	757878	79

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

79

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:** 4

**Reviewer Initials:** BBW