

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/EMPLOYEE BENEFITS OFFICE

/PER/40/

SCHD ITEM NO.	Record Series Title	TOTAL RETENTION PERIOD	Total Boxes
D002.	REQUEST FOR PAYMENT (GEN 81)	TO+5	11
D003.	TERM & LEAVE REPORTS	TO+0/05	
O001.	CORRESPONDENCE & SUBJECT FILES	AR+5	630
O004.	ENROLLMENT & CHANGE CARDS (ACTIVE & DENTAL)	TO+5	5
O011.	PAYMENT CARDS	TO+5	1
O012.	SUGGESTION AWARD PROGRAM FILE	AU+10	2
O013.	UNEMPLOYMENT INSURANCE FILE	AU+10	6
O015.	UNION BILLINGS	CL+10	6

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

662

Minus excluded boxes:

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

662

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 431 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD):

[Signature]

BY (DEPT HEAD):

[Signature]

DATE:

4/1/16

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 CITY CLERK STAFF HAVE REVIEWED THE REQUEST FOR HISTORICAL CONTENT AND REMOVED ANY ITEMS OF UNIQUE HISTORICAL VALUE.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

BOX LISTING BY RECORD SERIES:

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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
D002. /PER/40/	REQUEST FOR PAYMENT (GEN 81) PVs: Fund 830 Dental Part 1, Part 2, Part 3, FY 1991	TO+5	07/01/1991	06/30/1992			803856	1
D002. /PER/40/	REQUEST FOR PAYMENT (GEN 81) PVs FY 1993. Fund 830 Dental, Parts 1, 2, 3	TO+5	07/01/1993	06/30/1994			803862	2
D002. /PER/40/	REQUEST FOR PAYMENT (GEN 81) Fund 829/830. Health. Transmittal & Demand Fund Transfers. FY 1995.	TO+5	07/01/1995	06/30/1996			803864	3
D002. /PER/40/	REQUEST FOR PAYMENT (GEN 81) Cash Receipts: Misc. Employee Benefit Funds (Fund 829, Fund 830, Retired Ins. Trust Fund, etc.)	TO+5	07/01/1987	06/30/1990			803881	4
D002. /PER/40/	REQUEST FOR PAYMENT (GEN 81) "FY 1995 Fund 830"	TO+5	07/01/1995	06/30/1996			803886	5
D002. /PER/40/	REQUEST FOR PAYMENT (GEN 81) "FY 1992 Fund 830"	TO+5	07/01/1992	06/30/1993			803888	6
D002. /PER/40/	REQUEST FOR PAYMENT (GEN 81) Fund 829 FY 1993. Health Part 2. Optical/Dental Parts 1, 2	TO+5	07/01/1993	06/30/1994			803863	7
D002. /PER/40/	REQUEST FOR PAYMENT (GEN 81) PVs: FY 1994. Funds 829-830 Health and Dental.	TO+5	07/01/1994	06/30/1995			803869	8
D002. /PER/40/	REQUEST FOR PAYMENT (GEN 81) Fund 100 Life - FY 96	TO+5	01/01/1991	12/31/1996			803878	9
D002. /PER/40/	REQUEST FOR PAYMENT (GEN 81) "DCRA 1993-1996." "H.P. Letters."	TO+5	01/01/1993	12/31/1996			803880	10
D002. /PER/40/	REQUEST FOR PAYMENT (GEN 81) "FY 1991 Fund 829 Deposits 90-91"	TO+5	07/01/1990	06/30/1992			803887	11
D003. /PER/40/	TERM & LEAVE REPORTS Mixed Contents:	TO+0/05	01/01/1993	01/31/1996			803858	12
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Request for Proposal: submitted by SafeGuard Prepaid Dental. 1994.	AR+5	01/01/1994	12/31/1994			803868	13
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Requests for Proposal: Long-term Disability Insurance 1994.	AR+5	01/01/1994	12/31/1994			803875	14
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Requests for Proposal: indemnity Denial. "1 of ___" 1994.	AR+5	01/01/1994	12/31/1994			804013	15
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DCRA Bids - June 1996	AR+5	06/01/1996	06/30/1996			803879	16
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - Z	AR+5	11/01/2000	11/01/2000		000000040	621477	17
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - Z	AR+5	12/01/2000	12/01/2000		000000041	621478	18
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - Z	AR+5	01/01/2001	01/01/2001		000000042	621479	19
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	01/01/2001	01/01/2001		000000043	621480	20
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	02/01/2001	02/01/2001		000000044	621481	21
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	02/01/2001	02/01/2001		000000045	621482	22
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	03/01/2001	03/01/2001		000000046	621483	23
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	03/01/2001	03/01/2001		000000047	621484	24
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	04/01/2001	04/01/2001		000000048	621485	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: 211

Reviewer Initials: SM

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 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	GRC (BOX) NO.	COUNT
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	04/01/2001	04/01/2001		00000049 CRC	621486	26
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	05/01/2001	05/01/2001		00000050 CRC	621487	27
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	05/01/2001	05/01/2001		00000051 CRC	621488	28
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	06/01/2001	06/01/2001		00000052 CRC	621489	29
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	06/01/2001	06/01/2001		00000053 CRC	621490	30
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	07/01/2001	07/01/2001		00000054 CRC	621491	31
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	07/01/2001	07/01/2001		00000055 CRC	621492	32
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	08/01/2001	08/01/2001		00000056 CRC	621493	33
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	08/01/2001	08/01/2001		00000057 CRC	621494	34
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	09/01/2001	09/01/2001		00000058 CRC	621495	35
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	09/01/2001	09/01/2001		00000059 CRC	621496	36
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	10/01/2001	10/01/2001		00000060 CRC	621497	37
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	10/01/2001	10/01/2001		00000061 CRC	621498	38
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	11/01/2001	11/01/2001		00000062 CRC	621499	39
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	11/01/2001	11/01/2001		00000063 CRC	621500	40
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	12/01/2001	12/01/2001		00000064 CRC	621501	41
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	12/01/2001	12/01/2001		00000065 CRC	621502	42
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	01/01/2002	12/01/2002		00000066 CRC	621503	43
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	01/01/2002	01/01/2002		00000067 CRC	621504	44
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	02/01/2002	02/01/2002		00000068 CRC	621505	45
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	02/01/2002	02/01/2002		00000069 CRC	621506	46
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	03/01/2002	03/01/2002		00000070 CRC	621507	47
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	03/01/2002	03/01/2002		00000071 CRC	621508	48
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	04/01/2002	04/01/2002		00000072 CRC	621509	49
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	04/01/2002	04/01/2002		00000073 CRC	621510	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: All

Reviewer Initials: SM

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	05/01/2002	05/01/2002		000000074 CRC	621511	51
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS M - Z	AR+5	05/01/2002	05/01/2002		000000075 CRC	621512	52
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	06/01/2002	06/01/2002		000000076 CRC	621513	53
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMBURSEMENT FORMS A - L	AR+5	06/01/2002	06/01/2002		000000077 CRC	621514	54
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - L)	AR+5	07/30/2002	07/30/2002		000000300 CRC	706624	55
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (M - Z)	AR+5	07/30/2002	07/30/2002		000000301 CRC	706625	56
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - L)	AR+5	08/30/2002	08/30/2002		000000302 CRC	706626	57
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (M - Z)	AR+5	08/30/2002	08/30/2002		000000303 CRC	706628	58
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - L)	AR+5	09/30/2002	09/30/2002		000000304 CRC	706629	59
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (M - Z)	AR+5	09/30/2002	09/30/2002		000000304B CRC	707393	60
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - L)	AR+5	10/31/2002	10/31/2002		000000305 CRC	706630	61
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (M - Z)	AR+5	10/31/2002	10/31/2002		000000306 CRC	706631	62
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - L)	AR+5	11/30/2002	11/30/2002		000000307 CRC	706632	63
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (M - Z)	AR+5	11/30/2002	11/30/2002		000000308 CRC	706633	64
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - L)	AR+5	12/31/2002	12/31/2002		000000309 CRC	706634	65
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (M - Z)	AR+5	12/30/2002	12/30/2002		000000310 CRC	706635	66
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - L)	AR+5	01/30/2003	01/30/2003		000000311 CRC	706636	67
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (M - Z)	AR+5	01/30/2003	01/30/2003		000000312 CRC	706637	68
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - L)	AR+5	02/28/2003	02/28/2003		000000313 CRC	706638	69
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (M - Z)	AR+5	02/28/2003	02/28/2003		000000314 CRC	706639	70
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - L)	AR+5	03/31/2003	03/31/2003		000000315 CRC	706640	71
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (M - Z)	AR+5	03/31/2003	03/31/2003		000000316 CRC	706641	72
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	04/30/2003	04/30/2003		000000317 CRC	706642	73
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	04/30/2003	04/30/2003		000000318 CRC	706643	74
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	05/31/2003	05/31/2003		000000319 CRC	706644	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: 11

Reviewer Initials: SM

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	05/31/2003	05/31/2003	000000320 CRC		706645	75
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	06/30/2003	06/30/2003	000000321 CRC		706646	77
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	06/30/2003	06/30/2003	000000322 CRC		706647	78
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	07/31/2003	07/31/2003	000000323 CRC		706648	79
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	07/30/2003	07/30/2003	000000324 CRC		706649	80
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	08/30/2003	08/30/2003	000000325 CRC		706650	81
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	08/30/2003	08/30/2003	000000326 CRC		706651	82
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	09/30/2003	09/30/2003	000000327 CRC		706652	83
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	09/30/2003	09/30/2003	000000328 CRC		706653	84
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	10/30/2003	10/30/2003	000000329 CRC		706654	85
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	10/31/2003	10/31/2003	000000330 CRC		706655	86
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	11/30/2003	11/30/2003	000000331 CRC		706656	87
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS LI - Z)	AR+5	11/30/2003	11/30/2003	000000332 CRC		706657	88
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	12/31/2003	12/31/2003	000000333 CRC		706658	89
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	12/31/2003	12/31/2003	000000334 CRC		706659	90
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	01/30/2004	01/30/2004	000000335 CRC		706660	91
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	01/30/2004	01/30/2004	000000336 CRC		706661	92
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	02/29/2004	02/29/2004	000000337 CRC		706662	93
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	02/29/2004	02/29/2004	000000338 CRC		706663	94
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	03/30/2004	03/30/2004	000000339 CRC		706664	95
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	03/30/2004	03/30/2004	000000340 CRC		706665	96
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	04/30/2004	04/30/2004	000000341 CRC		706666	97
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	04/30/2004	04/30/2004	000000342 CRC		706667	98
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	05/31/2004	05/31/2004	000000343 CRC		706668	99
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	05/31/2004	05/31/2004	000000344 CRC		706669	100

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: All

Reviewer Initials: sm

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE **/PER/40/**

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/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	06/30/2004	06/30/2004		000000345	706670	101
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	06/30/2004	06/30/2004		000000346	706671	102
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	07/31/2004	07/31/2004		000000347	706672	103
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	07/31/2004	07/31/2004		000000348	706673	104
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	08/30/2004	08/30/2004		000000349	706674	105
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	08/30/2004	08/30/2004		000000350	706675	106
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	09/30/2004	09/30/2004		000000351	706676	107
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS LI - Z)	AR+5	09/30/2004	09/30/2004		000000352	706677	108
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	10/31/2004	10/31/2004		000000353	706678	109
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	10/31/2004	10/31/2004		000000354	706679	110
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	11/30/2004	11/30/2004		000000355	706680	111
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	11/30/2004	11/30/2004		000000356	706681	112
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	12/31/2004	12/31/2004		000000357	706682	113
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	12/31/2004	12/31/2004		000000358	706683	114
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	01/30/2005	01/30/2005		000000359	706684	115
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	01/30/2005	01/30/2005		000000360	706685	116
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	02/28/2005	02/28/2005		000000361	706686	117
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	02/28/2005	02/28/2005		000000362	706687	118
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	03/30/2005	03/30/2005		000000363	706688	119
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	03/30/2005	03/30/2005		000000364	706689	120
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	04/30/2005	04/30/2005		000000365	706690	121
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	04/30/2005	04/30/2005		000000366	706691	122
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	05/31/2005	05/31/2005		000000367	706692	123
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	05/31/2005	05/31/2005		000000368	706693	124
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	06/30/2005	06/30/2005		000000369	706694	125

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: All

Reviewer Initials: J.M.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 3/21/2016

BOX LISTING BY RECORD SERIES:

Box List Page 6 of 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	06/30/2005	06/30/2005		000000370	706695	126
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (A - LE)	AR+5	07/31/2005	07/31/2005		000000371 CRC	706696	127
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. FORMS (LI - Z)	AR+5	07/31/2005	07/31/2005		000000372 CRC	706697	128
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMB. ADJ.	AR+5	01/01/2002	12/31/2003		000000373 CRC	706698	129
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMB. ADJ.	AR+5	05/01/1999	06/30/2002		000000373B CRC	706627	130
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES PARKING REFUNDS	AR+5	01/01/2002	12/01/2004		000000375 CRC	706700	132
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPLICATIONS (A - K)	AR+5	12/01/1998	12/01/1998		000000377 CRC	706702	134
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPLICATIONS (L - R)	AR+5	12/01/1998	12/01/1998		000000378 CRC	706703	135
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPLICATIONS (S - Z)	AR+5	12/01/1998	12/01/1998		000000379 CRC	706704	136
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPLICATIONS (A - K)	AR+5	12/01/1999	12/01/1999		000000380 CRC	706705	137
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPLICATIONS (L - R)	AR+5	12/01/1999	12/01/1999		000000381 CRC	706706	138
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPLICATIONS (S - Z)	AR+5	12/01/1999	12/01/1999		000000382 CRC	706707	139
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPLICATIONS (A - K)	AR+5	12/01/2000	12/01/2000		000000383 CRC	706708	140
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPLICATIONS (L - Z)	AR+5	12/01/2000	12/01/2000		000000384 CRC	706709	141
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPLICATIONS (A - L)	AR+5	12/01/2001	12/01/2001		000000385 CRC	706710	142
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FLEX IMPLEMENTATION	AR+5	01/01/1996	01/01/1997		000000386 CRC	706711	143
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES PLAN MATERIAL 1999/2000 -FLEX APPEALS	AR+5	01/01/1999	01/01/2000		000000387 CRC	706712	144
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EMPLOYEE FLEX APPEALS (A - G)	AR+5	01/01/2001	01/01/2002		000000388 CRC	706713	145
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EMPLOYEE FLEX APPEALS (H - Z)	AR+5	01/01/2001	01/01/2002		000000389 CRC	706714	146
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMB. ADJ.	AR+5	12/01/2003	12/31/2003		000000390 CRC	706715	147
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. LI - Z	AR+5	08/01/2005	08/30/2005		000000401 CRC	716345	149
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. A - LE	AR+5	09/01/2005	09/30/2005		000000402 CRC	716346	150

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Number Boxes to be Destroyed This Page: 111

Reviewer Initials: Sim

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. LI - Z	AR+5	09/01/2005	09/30/2005		00000403	716347	151
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. A - LE	AR+5	10/01/2005	10/31/2005		00000404	716348	152
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. LI - Z	AR+5	10/01/2005	10/31/2005		00000405	716349	153
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. A - LE	AR+5	11/01/2005	11/30/2005		00000406	716350	154
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. LI - Z	AR+5	11/01/2005	11/30/2005		00000407	716351	155
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. A - LE	AR+5	12/01/2005	12/31/2005		00000408	716352	156
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. LI - Z	AR+5	12/01/2005	12/31/2005		00000409	716353	157
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. A - LE	AR+5	01/01/2006	01/31/2006		00000410	716354	158
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. LI - Z	AR+5	01/01/2006	01/31/2006		00000411	716355	159
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. A - LE	AR+5	02/01/2006	02/28/2006		00000412	716356	160
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. LI - Z	AR+5	02/01/2006	02/28/2006		00000413	716357	161
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. A - LE	AR+5	03/01/2006	03/31/2006		00000414	716358	162
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. LI - Z	AR+5	03/01/2006	03/31/2006		00000415	716359	163
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. A - LE	AR+5	04/01/2006	04/30/2006		00000416	716360	164
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. LI - Z	AR+5	04/01/2006	04/30/2006		00000417	716361	165
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. A - LE	AR+5	05/01/2006	05/31/2006		00000418	716362	166
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES D.C.R.A. FOR PY 2001	AR+5	01/01/2001	01/01/2001		00000500	716363	167
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES GROUP ENROLLMENT FORMS; BENEFITS; PROVIDENT BENEFICIARY	AR+5	01/01/1998	01/01/2002		00000501	716364	168
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INSURANCE EVIDENCE	AR+5	01/01/2001	12/31/2001		00000502	716365	169
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CIGNA; PRUDENTIAL ; C.C.R.A.	AR+5	01/01/1996	12/31/2000		00000503	716366	170
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPS. A - L	AR+5	01/01/2002	12/31/2002		00000504	716367	171
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPS. M - Z AND MISC.	AR+5	01/01/2001	12/31/2001		00000505	716368	172
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPS. M - Z AND MISC.	AR+5	01/01/2002	12/31/2002		00000506	716369	173
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPS. A - M	AR+5	01/01/2003	12/31/2003		00000507	716370	174
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPS. N - Z AND MISC.	AR+5	01/01/2003	12/31/2003		00000508	716371	175

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Number Boxes to be Destroyed This Page: 111

Reviewer Initials: S.M.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 3/21/2016

BOX LISTING BY RECORD SERIES:

Box List Page 8 of 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES HARDSHIP APPS. S - Z	AR+5	01/01/1998	12/31/1998		00000509	716372	176
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. A - LE	AR+5	05/01/2005	05/01/2005		00000510	716373	177
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT SUBSIDY REIMB. LI - Z	AR+5	05/01/2005	05/01/2005		00000511	716374	178
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/2002	12/31/2002		00000512	716375	179
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/2000	12/31/2000		00000513	716376	180
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/2001	12/31/2001		00000516	716379	183
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/1999	12/31/1999		00000517	716380	184
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES PARKING PAYROLL DEDUCTIONS	AR+5	01/01/1996	12/31/2004		00000522	716385	189
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES PARKING PAYROLL DEDUCTIONS	AR+5	01/01/2000	12/31/2004		00000523	716386	190
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES RECEIPTS	AR+5	01/01/2001	12/31/2004		00000524	716387	191
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CIVIL CENTER CONFIRMATIONS; TEMP; MILEAGE; FLEET	AR+5	01/01/2003	12/31/2004		00000525	716388	192
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CIVIL CENTER CONFIRMATIONS A - L	AR+5	01/01/2003	12/31/2004		00000526	716389	193
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CIVIL CENTER CONFIRMATIONS A - Z	AR+5	01/01/2003	12/31/2004		00000527	716390	194
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FYI PAYMENTS	AR+5	01/01/1996	12/31/1996		00000533	716396	200

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Number Boxes to be Destroyed This Page: All

Reviewer Initials: S.M.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF:		PERSONNEL/EMPLOYEE BENEFITS OFFICE			/PER/40/			
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
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FYI PAYMENTS	AR+5	01/01/1999	12/31/1999	000000534 CRC	716397	201	
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INDIVIDUAL CONFIRM APPS	AR+5	01/01/2000	12/31/2000	000000549 CRC	716412	216	
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INDIVIDUAL CONFIRM APPS A - L	AR+5	01/01/2001	12/31/2002	000000550 CRC	716413	217	
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INDIVIDUAL CONFIRM APPS A - K	AR+5	01/01/2000	12/31/2000	000000551 CRC	716414	218	
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INDIVIDUAL CONFIRM APPS A - Z	AR+5	01/01/2000	12/31/2000	000000552 CRC	716415	219	
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INDIVIDUAL APPS. CIVIC CENTER	AR+5	01/01/2002	12/31/2003	000000553 CRC	716416	220	
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CARPOOL AND INDIVIDUAL APPS.	AR+5	01/01/2002	12/31/2002	000000554 CRC	716417	221	
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CARPOOL CONFIRM	AR+5	01/01/2002	12/31/2002	000000555 CRC	716418	222	
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES PARKING APPS AND HISTORY NOTES	AR+5	01/01/2002	12/31/2002	000000556 CRC	716419	223	
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CONFIRMS AND PAYROLL DEDUCTION	AR+5	04/01/2002	05/30/2002	000000557 CRC	716420	224	
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INDIVIDUAL APPS AND PAYROLL DEDUCTIONS	AR+5	01/01/2002	12/31/2002	000000558 CRC	716421	225	

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Number Boxes to be Destroyed This Page: All

Reviewer Initials: S.M.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 3/21/2016

BOX LISTING BY RECORD SERIES:

Box List Page 10 of 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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/40/	CORRESPONDENCE & SUBJECT FILES CARPOOL APPS; DENIALS; CANCELLATIONS	AR+5	01/01/2000	12/31/2000	000000559 CRC	716422	225	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INDIVIDUAL CONFIRM A - K	AR+5	01/01/2001	12/31/2001	000000560 CRC	716423	227	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INDIVIDUAL APPS AND ALL TEMPS	AR+5	01/01/2000	12/31/2000	000000561 CRC	716424	228	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INDIVIDUAL CONFIRMS L - Z	AR+5	01/01/2000	12/31/2000	000000562 CRC	716425	229	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EMPLOYEE BENEFIT FORMS	AR+5	01/01/2003	12/31/2003	000000563 CRC	716426	230	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EMPLOYEE BENEFIT FORMS S - Z	AR+5	01/01/2004	12/31/2004	000000564 CRC	716427	231	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EMPLOYEE BENEFIT FORMS	AR+5	01/01/2004	12/31/2004	000000565 CRC	716428	232	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EMPLOYEE BENEFIT VERIFICATION	AR+5	01/01/2003	12/31/2003	000000566 CRC	716429	233	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY PAYMENTS	AR+5	01/01/2004	12/31/2004	000000567 CRC	716430	234	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES PARKING INVOICES	AR+5	01/01/2005	12/31/2005	000000568 CRC	716431	235	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INDIVIDUAL CONFIRMS A - L	AR+5	01/01/2002	12/31/2002	000000569 CRC	716432	236	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CARPOOL CONFIRMATIONS CIVIC CENTER A - Z	AR+5	01/01/2003	12/31/2003	000000570 CRC	716433	237	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CARPOOL CONFIRMATIONS A - L	AR+5	01/01/2003	12/31/2003	000000571 CRC	716434	238	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES ALL PARKING FORMS	AR+5	01/01/2002	12/31/2003	000000572 CRC	716435	239	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES ALL PARKING FORMS	AR+5	01/01/2004	12/31/2005	000000573 CRC	716436	240	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CIVIC CENTER CONFIRMATIONS M - Z	AR+5	01/01/2003	12/31/2004	000000574 CRC	716437	241	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CIVIC CENTER INDIV. APPS; TEMPS; MILEAGE; FLEET	AR+5	01/01/2003	12/31/2004	000000575 CRC	716438	242	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CIVIC CENTER CONFIRMS M - Z	AR+5	01/01/2003	12/31/2003	000000576 CRC	716439	243	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA LISTINGS	AR+5	01/01/2001	12/31/2005	000000577 CRC	716440	244	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CARPOOL CIVIC CENTER APPS.	AR+5	01/01/2003	12/31/2003	000000578 CRC	716441	245	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA LISTINGS	AR+5	01/01/2002	12/31/2002	000000579 CRC	716442	246	
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O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSPORTATION SURVEY	AR+5	02/27/2006	03/03/2006	000000581 CRC	716444	248	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSPORTATION SURVEY	AR+5	02/27/2006	03/03/2006	000000582 CRC	716445	249	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSPORTATION SURVEY	AR+5	02/27/2006	03/03/2006	000000583 CRC	716446	250	

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Number Boxes to be Destroyed This Page: All

Reviewer Initials: S.M.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 3/21/2016

BOX LISTING BY RECORD SERIES:

Box List Page 11 of 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES STUDENT VERIFICATION P - Z	AR+5	01/01/2004	12/31/2004		00000584 CRC	722687	251
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY M - R	AR+5	01/01/2004	12/31/2004		00000585 CRC	722688	252
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY A - F	AR+5	01/01/2001	12/31/2001		00000586 CRC	722689	253
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY A - HE	AR+5	01/01/2002	12/31/2002		00000587 CRC	722690	254
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY G - M	AR+5	01/01/2001	12/31/2001		00000588 CRC	722691	255
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY	AR+5	01/01/2003	12/31/2003		00000589 CRC	722692	256
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY A - G	AR+5	01/01/2000	12/31/2001		00000591 CRC	722694	258
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES VERIFICATION FORMS	AR+5	01/01/2001	12/31/2001		00000592 CRC	722695	259
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY N - Z	AR+5	01/01/2001	12/31/2001		00000593 CRC	722696	260
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DEPENDENT INFO	AR+5	01/01/2001	12/31/2001		00000594 CRC	722697	261
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES VERIFICATION FORMS	AR+5	01/01/2002	12/31/2002		00000595 CRC	722698	262
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES STUDENT CERTIFICATION	AR+5	01/01/2003	12/31/2003		00000596 CRC	722699	263
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES VERIFICATION FORMS	AR+5	01/01/2004	12/31/2004		00000597 CRC	722700	264
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY R - Z	AR+5	01/01/1999	12/31/1999		00000598 CRC	722701	265
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY A - HE	AR+5	01/01/1999	12/31/1999		00000599 CRC	722702	266
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES STUDENT CERTIFICATION	AR+5	01/01/2003	12/31/2003		00000600 CRC	722703	267
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY R - Z	AR+5	01/01/2000	12/31/2000		00000601 CRC	722704	268
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EMPLOYEE BENEFIT FILES	AR+5	01/01/2004	12/31/2004		00000602 CRC	722705	269
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EMPLOYEE BENEFIT FILES	AR+5	01/01/2002	12/31/2002		00000603 CRC	722706	270
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY HI - Q	AR+5	01/01/1999	12/31/1999		00000605 CRC	722708	272
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EMPLOYEE BENEFIT FILES F - L	AR+5	01/01/2004	12/31/2004		00000606 CRC	722709	273
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY F - L	AR+5	01/01/2004	12/31/2004		00000607 CRC	722710	274
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EMPLOYEE BENEFIT FILES N - T	AR+5	01/01/2003	12/31/2003		00000608 CRC	722711	275

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Number Boxes to be Destroyed This Page: 111

Reviewer Initials: S.M.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/2003	12/31/2003		00000609	722712	276
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/1998	12/31/1998		00000610	722713	277
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/2003	12/31/2003		00000611	722714	278
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/2003	12/31/2003		00000612	722715	279
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/1997	12/31/1997		00000613	722716	280
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATION R - S	AR+5	01/01/1998	12/31/2005		00000614	722717	281
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATION WE - Z	AR+5	01/01/1998	12/31/2005		00000615	722718	282
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATION T - Z	AR+5	01/01/1998	12/31/2005		00000616	722719	283
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATION HA - KZ	AR+5	01/01/1998	12/31/2005		00000617	722720	284
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATION B - D	AR+5	01/01/1998	12/31/2005		00000618	722721	285
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATION A - CAS	AR+5	01/01/1998	12/31/2005		00000619	722722	286
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATIONS	AR+5	01/01/1998	12/31/2005		00000620	722723	287
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATIONS PAB - Q	AR+5	01/01/1998	12/31/2005		00000621	722724	288
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATIONS SER - SEW	AR+5	01/01/1998	12/31/2005		00000622	722725	289
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATIONS FIM - GRG & NOT SCANNED	AR+5	01/01/1998	12/31/2005		00000623	722726	290
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATIONS COQ - EST	AR+5	01/01/1998	12/31/2005		00000624	722727	291
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATIONS CA - CIE	AR+5	01/01/1998	12/31/2005		00000625	722728	292
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFICIARY DESIGNATIONS LA - LI & MC - MO	AR+5	01/01/1998	12/31/2005		00000626	722729	293
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/2003	12/31/2003		00000627	722730	294
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY CLAIMS U - Z	AR+5	01/01/2002	12/31/2002		00000630	722733	297
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY CLAIMS N - TY	AR+5	01/01/2002	12/31/2002		00000631	722734	298
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY CLAIMS H - M	AR+5	01/01/2002	12/31/2002		00000632	722735	299
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABLED APPS. S - Z	AR+5	01/01/2005	12/31/2005		00000633	722736	300

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Number Boxes to be Destroyed This Page: 111

Reviewer Initials: S.M.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE **/PER/40/**

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/40/	CORRESPONDENCE & SUBJECT FILES FLEX DOCUMENTS S - Z	AR+5	01/01/2005	12/31/2005		00000634 CRC	722737	301
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EMPLOYEE BENEFIT FILES F - L	AR+5	01/01/2005	12/31/2005		00000635 CRC	722738	302
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY CLAIMS BO - G	AR+5	01/01/2002	12/31/2002		00000636 CRC	722739	303
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY CLAIMS A - E	AR+5	01/01/2004	12/31/2004		00000637 CRC	722740	304
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY CLAIMS F - L	AR+5	01/01/2005	12/31/2005		00000638 CRC	722741	305
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY CLAIMS D - E	AR+5	01/01/2004	12/31/2004		00000639 CRC	722742	306
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EMPLOYEE BENEFIT FILES	AR+5	01/01/2002	12/31/2002		00000640 CRC	722743	307
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/2004	12/31/2004		00000641 CRC	722744	308
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/1997	12/31/1997		00000642 CRC	722745	309
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/2004	12/31/2004		00000643 CRC	722746	310
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES COBRA	AR+5	01/01/2004	12/31/2004		00000644 CRC	722747	311
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES SYNERGY & STANDARD 2001 - 2002	AR+5	01/01/2001	12/31/2002		00000645 CRC	722748	312
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EVIDENCE OF INSURANCE - PRUDENTIAL	AR+5	01/01/2003	12/31/2003		00000646 CRC	722749	313
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES OPEN ENROLLMENT - BLUE CROSS	AR+5	01/01/2004	12/31/2004		00000648 CRC	722750	314
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FLEX 1996 - 2001	AR+5	01/01/1996	12/31/2001		00000649 CRC	722751	315
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES KAISER, HARTFORD, BLUE CROSS - CONTRACTS	AR+5	01/01/2001	12/31/2003		00000650 CRC	722752	316
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O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT H - O	AR+5	01/01/2007	01/31/2007		00000659 CRC	731099	325

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Number Boxes to be Destroyed This Page: 111

Reviewer Initials: S.M.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 3/21/2016

BOX LISTING BY RECORD SERIES:

Box List Page 14 of 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT LI - Z	AR+5	10/01/2006	10/31/2006	00000665 CRC	731105	331	
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT LI - Z	AR+5	08/01/2006	08/31/2006	00000678 CRC	731118	344	
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES STUDENT VERIFICATION A - E	AR+5	01/01/2005	12/31/2005	00000680 CRC	731120	346	
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY AND CONFIRMATIONS A - E	AR+5	01/01/2005	12/31/2005	00000681 CRC	731121	347	
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES BENEFIT FORMS	AR+5	01/01/2005	12/31/2005	00000682 CRC	731122	348	
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES STUDENT CERTIFICATIONS M - R	AR+5	01/01/2005	12/31/2005	00000683 CRC	731123	349	
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Number Boxes to be Destroyed This Page: All

Reviewer Initials: S.M.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DISABILITY CLAIMS STATMENTS	AR+5	01/01/2005	12/31/2005		00000685	731125	351
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES VANPOOL "VF" DRIVER APP/MEDICAL/DMV/SWORN ST.	AR+5	01/01/1995	06/01/2007		00000686	731126	352
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT P - Z	AR+5	05/01/2007	05/31/2007		00000687	731127	353
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT H - O	AR+5	05/01/2007	05/31/2007		00000688	731128	354
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT A - G	AR+5	05/01/2007	05/31/2007		00000689	731129	355
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT A - G	AR+5	04/01/2007	04/30/2007		00000690	731130	356
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT A - G	AR+5	06/01/2007	06/30/2007		00000691	731131	357
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT H - O	AR+5	06/01/2007	06/30/2007		00000692	731132	358
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT P - Z	AR+5	06/01/2007	06/30/2007		00000693	731133	359
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Civic Center Carpool Conf. A-Z 2005-2006	AR+5	01/01/2005	12/31/2006		00000695	740035	361
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Civic Center Conf. Mayor/City Council A-Z 05-06	AR+5	01/01/2005	12/31/2006		00000696	740036	362
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Civic Center Apps. A-L 2005-2006	AR+5	01/01/2005	12/31/2006		00000698	740038	364
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Apps & Conf. Fleet & 24 HR. Civic Center 04-05	AR+5	01/01/2004	12/31/2005		00000701	740041	367
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Civic Center Conf. A-L 2004-2005	AR+5	01/01/2004	12/31/2005		00000702	740042	368
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0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursement MARCH 2008 A-G	AR+5	03/01/2008	03/31/2008		00000709	740049	375

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 3/21/2016

BOX LISTING BY RECORD SERIES:

Box List Page 16 of 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursement MARCH 2008 H-O	AR+5	03/01/2008	03/31/2008		000000710 CRC	740050	376
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursement MARCH 2008 AP-Z	AR+5	03/01/2008	03/31/2008		000000711 CRC	740051	377
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursement SEPT 2007 A-G	AR+5	09/01/2007	09/30/2007		000000712 CRC	740052	378
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursement SEPT 2007 H-O	AR+5	09/01/2007	09/30/2007		000000713 CRC	740053	379
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursement SEPT 2007 P-Z	AR+5	09/01/2007	09/30/2007		000000714 CRC	740054	380
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursement DECEMBER 2007 A-G	AR+5	12/01/2007	12/31/2007		000000715 CRC	740055	381
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O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursement OCT. 2007 A-G	AR+5	10/01/2007	10/31/2007		000000725 CRC	740065	391
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O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Police League Dental L1UNA 2002	AR+5	01/01/2002	12/31/2002		000000732 CRC	740072	398
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Police Relief Dental Life 2002	AR+5	01/01/2002	12/31/2002		000000733 CRC	740073	399
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES EAP and Eaa Services	AR+5	01/01/2002	12/31/2002		000000734 CRC	740074	400

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF:		PERSONNEL/EMPLOYEE BENEFITS OFFICE			/PER/40/			
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/40/	CORRESPONDENCE & SUBJECT FILES Payment Vouchers FY 02 Fire/PA Refiel Medical	AR+5	01/01/2002	12/31/2002		000000735 CRC	740075	401
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 03, Fund 899, Police Medical Relief	AR+5	01/01/2002	12/31/2002		000000736 CRC	740076	402
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 02, Fund 899 and 829	AR+5	01/01/2002	12/31/2002		000000737 CRC	740077	403
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 02, UFLAC Medical and Dental	AR+5	01/01/2002	12/31/2002		000000738 CRC	740078	404
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 02, Union Payments, Parts 1 and 2	AR+5	01/01/2002	12/31/2002		000000739 CRC	740079	405
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 03, UFLAC Medical, PO Protection League Den	AR+5	01/01/2003	12/31/2003		000000740 CRC	740080	406
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 03, UFLAG Dental, Fund 100, EAP	AR+5	01/01/2003	12/31/2003		000000741 CRC	740081	407
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 03, Union Payments, Part 1 and 2	AR+5	01/01/2003	12/31/2003		000000742 CRC	740082	408
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 03, Fund 100, EM Dental, PO Relief Dental	AR+5	01/01/2003	12/31/2003		000000743 CRC	740083	409
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 04, Union Payments	AR+5	01/01/2004	12/31/2004		000000744 CRC	740084	410
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 04, Fund 829 and 899	AR+5	01/01/2004	12/31/2004		000000745 CRC	740085	411
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 03 and FY 04, Fire Relief Medical	AR+5	01/01/2003	12/31/2003		000000746 CRC	740086	412
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 03, Fund 100, L1UNA Payments	AR+5	01/01/2003	12/31/2003		000000747 CRC	740087	413
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 04, Police Relief Dental Life	AR+5	01/01/2004	12/31/2004		000000748 CRC	740088	414
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 04, EAP L1UNA	AR+5	01/01/2004	12/31/2004		000000749 CRC	740089	415
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 04, UFLAC Medical and Dental	AR+5	01/01/2004	12/31/2004		000000750 CRC	740090	416
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O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FY 05, PO Prot. League Den., UFLAC Med/Den	AR+5	01/01/2005	12/31/2005		000000752 CRC	740092	418
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O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Deferred Comp Hardship Cases 07' A-G	AR+5	01/01/2007	12/31/2007		000000757 CRC	740097	423
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O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Deferred Camp Hardship Cases 05' and 06' A-GA	AR+5	01/01/2005	12/31/2006		000000759 CRC	740099	425

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 3/21/2016

BOX LISTING BY RECORD SERIES:

Box List Page 18 of 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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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O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Maryanna Wellness	AR+5	01/01/1985	12/31/1995		000000762 CRC	740102	428
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES RFI Healthcare Cost Containment 2007	AR+5	01/01/2007	12/31/2007		000000763 CRC	740103	429
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Deferred Camp Death Claims 07'	AR+5	01/01/2007	12/31/2007		000000764 CRC	740104	430
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REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 3/21/2016

BOX LISTING BY RECORD SERIES:

Box List Page 19 of 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 3/21/2016

BOX LISTING BY RECORD SERIES:

Box List Page 20 of 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT P - Z	AR+5	05/01/2009	05/31/2009		000000793	761045	476
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS TRANSIT REIMBURSEMENT P - Z	TE+5	05/01/2008	05/31/2008		000000794 CRC	750077	477
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT A - G	AR+5	06/01/2009	06/30/2009		000000794 CRC	761046	478
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS TRANSIT REIMBURSEMENT A - G	TE+5	04/01/2008	04/30/2008		000000795	750078	479
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT H - O	AR+5	06/01/2009	06/30/2009		000000795 CRC	761047	480
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS TRANSIT REIMBURSEMENT H - O	TE+5	04/01/2008	04/30/2008		000000796	750079	481
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT P - Z	AR+5	06/01/2009	06/30/2009		000000796 CRC	761048	482
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS TRANSIT REIMBURSEMENT P - Z	TE+5	04/01/2008	04/30/2008		000000797	750080	483
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT A - G	AR+5	07/01/2009	07/31/2009		000000797 CRC	761049	484
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL RECEIPT BOOKS CS 536 - 559	TE+5	01/01/2006	12/31/2006		000000798 CRC	750081	485
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT H - O	AR+5	07/01/2009	07/31/2009		000000798 CRC	761050	486
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL RECEIPT BOOKS CS 057 - 508	TE+5	01/01/2006	12/31/2006		000000799 CRC	750082	487
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES TRANSIT REIMBURSEMENT P - Z	AR+5	07/01/2009	07/31/2009		000000799 CRC	761051	488
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL RECEIPT BOOKS CS 001 - 027	TE+5	01/01/2006	12/31/2006		000000800 CRC	750083	489
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DEFERRED COMP DEATH CLAIMS A - Z	AR+5	01/01/2004	12/31/2005		000000800	761052	490
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL RECEIPT BOOKS CS 509 - 535	TE+5	01/01/2006	12/31/2006		000000801 CRC	750084	491
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DEFERRED COMP DEATH CLAIMS A - Z	AR+5	01/01/2006	12/31/2006		000000801	761053	492
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL RECEIPT BOOKS CS 028 - 056	TE+5	01/01/2006	12/31/2006		000000802 CRC	750085	493
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DEFERRED COMP DEATH CLAIMS A - Z	AR+5	01/01/2007	12/31/2007		000000802	761054	494
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS PARKING REFUND BY RF	TE+5	01/01/2004	12/31/2007		000000803 CRC	750086	495
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES FLEET & MILEAGE CONFIRMATION LA CIVIC	AR+5	01/01/2006	12/31/2007		000000803 CRC	761055	496
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS TRANSIT REIMBURSEMENT BY FR	TE+5	01/01/1999	12/31/2007		000000804 CRC	750087	497
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INDIVIDUAL CONFIRMATION LA CIVIC A - Z	AR+5	01/01/2006	12/31/2007		000000804 CRC	761056	498
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS TRANSIT ADJUSTMENTS	TE+5	01/01/2008	12/31/2008		000000805 CRC	750088	499
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES INDIVIDUAL CONFIRMATION LA CIVIC L - Z	AR+5	01/01/2006	12/31/2007		000000805 CRC	761057	500

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Number Boxes to be Destroyed This Page: All

Reviewer Initials: S.M.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS TRANSIT ADJUSTMENTS	TE+5	01/01/2007	12/31/2007		00000806 CRC	750089	501
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES CARPOOL APPLICATION & CONFIRMATION LA CIVIC	AR+5	01/01/2006	12/31/2007		00000806 CRC	761058	502
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS TRANSIT ADJUSTMENTS	TE+5	01/01/2006	12/31/2006		00000807 CRC	750090	503
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES VANPOOL DRIVER TRAINING DOCS & FUEL SERVICES	AR+5	01/01/1990	12/31/2001		00000807 CRC	761059	504
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS TRANSIT ADJUSTMENTS	TE+5	01/01/2004	12/31/2005		00000808 CRC	750091	505
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES VANPOOL DRIVER TRAINING, ETC.	AR+5	01/01/1990	12/31/1998		00000808 CRC	761060	506
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS OPEN ENROLLMENT MATERIAL	TE+5	01/01/2005	12/31/2005		00000809 CRC	750092	507
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES VANPOOL RFP & INFO	AR+5	01/01/1990	12/31/1997		00000809 CRC	761061	508
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS MERCER COMM. FILE/BCPKG FOR CINGA; HORIZON HEALTH	TE+5	01/01/2004	12/31/2004		00000810 CRC	750093	509
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES LAPD AQMD SURVEY	AR+5	01/01/2000	12/31/2001		00000810 CRC	761062	510
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS METLIFE, CIGNA, HARTRFORD, LIFE PROP	TE+5	01/01/2005	12/31/2005		00000811 CRC	750094	511
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS MISC. EMPL CORRSPONDENCE LTS A - J	TE+5	01/01/2001	12/31/2006		00000812 CRC	750095	512
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS MISC. EMPL CORRSPONDENCE LTS K - Z	TE+5	01/01/2001	12/31/2006		00000813 CRC	750096	513
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS DELTA DENTAL PROP, SAFEGUARD	TE+5	01/01/2003	12/31/2003		00000814 CRC	750097	514
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS JIMBC	TE+5	01/01/2003	12/31/2003		00000815 CRC	750098	515
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS UNITED CON. DENTAL; GE WELL, VISION	TE+5	01/01/2003	12/31/2003		00000816 CRC	750099	516
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS OPEN ENROLLMENT MATERIAL	TE+5	01/01/2007	12/31/2007		00000817 CRC	750100	517
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS STANDARD/ING LIFE PROP; UNUM & AD&D	TE+5	01/01/2005	12/31/2005		00000818 CRC	750101	518
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS CIGNA, EAP; UNITED BEN HEALTH; MHN PROP	TE+5	01/01/2007	12/31/2007		00000819 CRC	750102	519
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS STANDARD DIS. PROP, MINN, LIFE; UNUM DIS.	TE+5	01/01/2000	12/31/2005		00000820 CRC	750103	520
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS BIRTH CERTS; FTS CERTS A - E	TE+5	01/01/2007	12/31/2007		00000821 CRC	750104	521
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS DISABILITY CLAIMS, HOLD FILE, MAIL LIST	TE+5	01/01/2006	12/31/2006		00000822 CRC	750105	522
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS FTS CERTS; MARRIAGE CERTS F - L	TE+5	01/01/2006	12/31/2006		00000823 CRC	750106	523
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS MARRIAGE/BIRTH CERTS; MISC FILE F - L	TE+5	01/01/2006	12/31/2006		00000824 CRC	750107	524
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS DISABILITY CLAIMS A - E	TE+5	01/01/2007	12/31/2007		00000825 CRC	750108	525

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Number Boxes to be Destroyed This Page: All

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 3/21/2016

BOX LISTING BY RECORD SERIES:

Box List Page 22 of 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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/40/	DRIVER'S LICENSE INVESTIGATIONS OPEN ENROLL. "NO SLOT" & E.B. FORM M - R	TE+5	01/01/2006	12/31/2006	00000826 CRC	750109	526	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS M - R STUDENT CERTS	TE+5	01/01/2006	12/31/2006	00000827 CRC	750110	527	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS M - R DISABILITY	TE+5	01/01/2006	12/31/2006	00000828 CRC	750111	528	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS FTS F - L	TE+5	01/01/2007	12/31/2007	00000829 CRC	750112	529	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS FILES AND REPORTS	TE+5	01/01/2007	12/31/2007	00000830 CRC	750113	530	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS DISABILITY M - R	TE+5	01/01/2007	12/31/2007	00000831 CRC	750114	531	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS STUDENT CERT M - R	TE+5	01/01/2007	12/31/2007	00000832 CRC	750115	532	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS MISC. MARRIAGE/DIVORCE/DECS CERTS	TE+5	01/01/2007	12/31/2007	00000833 CRC	750116	533	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS DISABILITY F - L	TE+5	01/01/2007	12/31/2007	00000834 CRC	750117	534	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS MISC FOLDER, EMAILS, PACKET LISTS	TE+5	01/01/2007	12/31/2007	00000835 CRC	750118	535	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS F - L BIRTH/MARRIAGE/DIVORCE/DISAB. CERT	TE+5	01/01/2007	12/31/2007	00000836 CRC	750119	536	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL DAILY LOGS CS 553 - 543	TE+5	01/01/2001	12/31/2005	00000837 CRC	750120	537	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL DAILY LOGS CS 001 - 019	TE+5	01/01/2001	12/31/2005	00000838 CRC	750121	538	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL DAILY LOGS CS 037 - 044 & 065	TE+5	01/01/2001	12/31/2005	00000839 CRC	750122	539	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS STUDENT/BIRTH CERT & CASH IN LEIU	TE+5	01/01/2007	12/31/2007	00000840 CRC	750123	540	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS S - Z MISC.	TE+5	01/01/2007	12/31/2007	00000841 CRC	750124	541	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS DISABILITY S - Z	TE+5	01/01/2008	12/31/2008	00000842 CRC	750125	542	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL DAILY LOGS CS 529 - 532 & 546 - 547	TE+5	01/01/2001	12/31/2005	00000843 CRC	750126	543	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL DAILY LOGS CS 067 - 511	TE+5	01/01/2001	12/31/2005	00000844 CRC	750127	544	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL DAILY LOGS CS 512 - 528	TE+5	01/01/2001	12/31/2005	00000845 CRC	750128	545	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL FILES	TE+5	01/01/1990	12/31/2000	00000846 CRC	750129	546	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL FILES	TE+5	01/01/1990	12/31/2000	00000847 CRC	750130	547	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS VANPOOL FILES	TE+5	01/01/1990	12/31/2000	00000848 CRC	750131	548	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA K - M	TE+5	01/01/2007	12/31/2007	00000849 CRC	750132	549	
O001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA M - Q	TE+5	01/01/2007	12/31/2007	00000850 CRC	750133	550	

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Number Boxes to be Destroyed This Page: 11

Reviewer Initials: J.M.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF:		PERSONNEL/EMPLOYEE BENEFITS OFFICE				/PER/40/		
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
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA R - S	TE+5	01/01/2007	12/31/2007		000000851 CRC	750134	551
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA S - V	TE+5	01/01/2007	12/31/2007		000000852 CRC	750135	552
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA W - Z	TE+5	01/01/2007	12/31/2007		000000853 CRC	750136	553
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA A - B	TE+5	01/01/2007	12/31/2007		000000854 CRC	750137	554
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA C - D	TE+5	01/01/2007	12/31/2007		000000855 CRC	750138	555
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA D - G	TE+5	01/01/2007	12/31/2007		000000856 CRC	750139	556
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA G - J	TE+5	01/01/2007	12/31/2007		000000857 CRC	750140	557
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA K - S	TE+5	01/01/2006	12/31/2006		000000858 CRC	750141	558
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA A - J	TE+5	01/01/2006	12/31/2006		000000859 CRC	750142	559
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA T - Z	TE+5	01/01/2006	12/31/2006		000000860 CRC	750143	560
0001. /PER/40/	DRIVER'S LICENSE INVESTIGATIONS COBRA (A - Z) DEPENDENT/LIST/RETURN MAIL	TE+5	01/01/2006	12/31/2006		000000861 CRC	750144	561
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES DEP. CARE REIMB ACCOUNT SWORN & CIV	AR+5	01/01/2002	12/31/2007		000000862 CRC	750145	562
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Full time student certifications (A & B) Birth certificates (A-I) Marriage Certificates (A-I) Cash-In-Lieu (A-I) Di	AR+5	01/01/2008	12/31/2008		000000863 CRC	785032	563
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Student Certifications M-R	AR+5	01/01/2008	12/31/2008		000000864 CRC	785033	564
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Disability Insurance Claims H and J-L	AR+5	01/01/2008	12/31/2008		000000865 CRC	785034	565
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Disability Insurance Claims and Misc. R-Z	AR+5	01/01/2008	12/31/2008		000000866 CRC	785035	566
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Birth certificates J-K; Cash-In-Lieu J-K; Divorce Decrees J-K; Marriage certificates J-K; Misc	AR+5	01/01/2008	12/31/2008		000000867 CRC	785036	567
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Disability Claims A-E	AR+5	01/01/2006	12/31/2006		000000868 CRC	785037	568
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Full time student certifications C-I	AR+5	01/01/2008	12/31/2008		000000869 CRC	785038	569
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Disabled Dependent (Kaiser & Blue Cross); Move Reports; Gain and Loss of Insurance; Birth certificates; Cor	AR+5	01/01/2008	12/31/2008		000000870 CRC	785039	570
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Disability Claims A-G	AR+5	01/01/2008	12/31/2008		000000871 CRC	785040	571
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Disability Claims L-Q	AR+5	01/01/2008	12/31/2008		000000872 CRC	785041	572
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Birth Certificates; Cash-In-Lieu; Divorce Decree; Disabled certifications; Guardianship cert	AR+5	01/01/2008	12/31/2008		000000873 CRC	785042	573
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Emails to Providers and faxes sent out	AR+5	01/01/2008	12/31/2008		000000874 CRC	785043	574
0001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Disability Claims and COBRA	AR+5	01/01/2009	12/31/2009		000000875 CRC	785044	575

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: All

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 3/21/2016

BOX LISTING BY RECORD SERIES:

Box List Page 24 of 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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/40/	CORRESPONDENCE & SUBJECT FILES COBRA and Dependents A-S	AR+5	01/01/2008	12/31/2009	00000876 CRC	785045	576	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Verification of Dependent Status A-E	AR+5	01/01/2006	12/31/2006	00000877 CRC	785046	577	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Full time student certs. & Cash-In-Lieu S-Z	AR+5	01/01/2008	12/31/2008	00000878 CRC	785047	578	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Prudential Insurance Paperwork	AR+5	01/01/2002	12/31/2002	00000879 CRC	785048	579	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursements P-Z	AR+5	05/01/2009	05/31/2009	00000880 CRC	785049	580	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursements Master Lists	AR+5	07/01/2006	12/31/2007	00000881 CRC	785050	581	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursements H-O	AR+5	09/01/2009	09/30/2009	00000882 CRC	785051	582	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursements A-G	AR+5	09/01/2009	09/30/2009	00000883 CRC	785052	583	
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O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursements H-O	AR+5	08/01/2009	08/31/2009	00000885 CRC	785054	585	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Adjustments	AR+5	01/01/2007	12/31/2009	00000886 CRC	785055	586	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursements P-Z	AR+5	08/01/2009	08/31/2009	00000887 CRC	785056	587	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Transit Reimbursements A-G	AR+5	08/01/2009	08/31/2009	00000888 CRC	785057	588	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Full Time Student Certifications A-E	AR+5	01/01/2009	12/31/2009	00000889 CRC	785058	589	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Cash-In-Lieu A-E; Divorce Decrees A-E; Birth Certificates A-E; Gain/Loss of Coverage A-E; Misc	AR+5	01/01/2009	12/31/2009	00000890 CRC	785059	590	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Commuter Transportation Surveys	AR+5	01/01/2009	12/31/2009	00000891 CRC	785060	591	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Commuter Transportation Surveys	AR+5	01/01/2009	12/31/2009	00000892 CRC	785061	592	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Commuter Transportation Surveys	AR+5	01/01/2009	12/31/2009	00000893 CRC	785062	593	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Vanpool Applications CS001-CS554	AR+5	08/01/1999	01/31/2000	00000894 CRC	785063	594	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Vanpool Kitty Report	AR+5	05/01/2003	12/31/2004	00000895 CRC	785064	595	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Vanpool Daily Log CS001-CS018	AR+5	12/01/1999	01/31/2001	00000896 CRC	785065	596	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Vanpool Daily Log CS507-CS526	AR+5	04/01/1997	12/31/2001	00000897 CRC	785066	597	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Vanpool Applications and Misc Daily Logs	AR+5	07/01/1993	07/31/1996	00000898 CRC	785067	598	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Vanpool Daily Logs CS019-CS035	AR+5	11/01/1995	11/30/2000	00000899 CRC	785068	599	
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Vanpool Daily Logs CS527-CS537	AR+5	01/01/1997	11/30/2000	00000900 CRC	785069	600	

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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/40/	CORRESPONDENCE & SUBJECT FILES Vanpool Daily Logs CS036-CS055	AR+5	01/01/1995	11/30/2000		00000901 CRC	785070	601
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Vanpool Daily Logs CS538-CS553	AR+5	09/01/1995	10/31/2000		00000902 CRC	785071	602
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Rideshare Surveys	AR+5	01/01/2007	12/31/2007		00000903 CRC	785072	603
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES AQMD Surveys	AR+5	01/01/2007	12/31/2007		00000904 CRC	785073	604
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Rideshare Surveys	AR+5	01/01/2007	12/31/2007		00000905 CRC	785074	605
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Rideshare Surveys	AR+5	01/01/2008	12/31/2008		00000906 CRC	785075	606
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Rideshare Surveys	AR+5	01/01/2008	12/31/2008		00000907 CRC	785076	607
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Rideshare Surveys	AR+5	01/01/2008	12/31/2008		00000908 CRC	785077	608
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Rideshare Surveys	AR+5	01/01/2008	12/31/2008		00000909 CRC	785078	609
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Rideshare Surveys	AR+5	01/01/2008	12/31/2008		00000910 CRC	785079	610
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES Vanpool Daily Logs CS057-CS505	AR+5	01/01/1995	04/30/1996		00000911 CRC	785080	611
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES AQMD Surveys	AR+5	01/01/2007	12/31/2007		00000912 CRC	785081	612
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES AQMD Surveys	AR+5	01/01/2007	12/31/2007		00000913 CRC	785082	613
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2004 Transportation Surveys: Zoo, Misc/nonwindow	AR+5	01/01/2004	12/31/2004		00000914 CRC	785083	614
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2002-2003 Transportation Surveys: PW BOSS, CD, PW BOSL, PW BOE, PW Sanitation Hyperion	AR+5	01/01/2002	12/31/2003		00000915 CRC	785084	615
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2001-2002 Transportation Surveys: Animal Services, Convention Ctr.	AR+5	01/01/2001	12/31/2002		00000916 CRC	785085	616
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2002-2003 Trans. Surveys: PW Sanitation, CAO, CLA, DOT, Rec & Parks, Zoo	AR+5	01/01/2002	12/31/2003		00000917 CRC	785086	617
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2004 Annual Survey: PW BOE, PW BOSL, PW BOSS, PW Con. Ad., PW FMPS, PW San. HYP, PW San oth	AR+5	01/01/2004	12/31/2004		00000918 CRC	785087	618
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2002-2003 Trans. Surveys: PW Sanitation, LAPD	AR+5	01/01/2002	12/31/2003		00000919 CRC	785088	619
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2002-2003 Trans. Surveys: PW Sanitation 4th-6th, PW Sanitation Hyperion, GSD	AR+5	01/01/2002	12/31/2003		00000920 CRC	785089	620
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2002-2003 Tran Surveys: Harbor, ITA, Library, Personnel, Planning, PW Con. Ad.	AR+5	01/01/2002	12/31/2003		00000921 CRC	785090	621
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2004 Annual Survey: Animal Services, Build & Safety, CAO, CCYF, CDD, City Att	AR+5	01/01/2004	12/31/2004		00000922 CRC	785091	622
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2004 Annual Survey: ITA, LACERS, Library, City Clerk, DONE, Finance, Pensions, Personnel, Planning, PW	AR+5	01/01/2004	12/31/2004		00000923 CRC	785092	623
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2005 Annual Survey: Police (LAPD), PW Board, PW BOE, PW Con. Ad., PW San HYP	AR+5	01/01/2005	12/31/2005		00000924 CRC	785093	624
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2005 Annual Survey: GSD, Housing, Human Resources, ITA, LACERS, Library, Pensions, Personnel, Plannir	AR+5	01/01/2005	12/31/2005		00000925 CRC	785094	625

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 3/21/2016

BOX LISTING BY RECORD SERIES:

Box List Page 26 of 27

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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/40/	CORRESPONDENCE & SUBJECT FILES 2001-2002 Trans Survey: Mayor, PW Con. Ad.	AR+5	01/01/2001	12/31/2002		00000926	785095	626
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2001-2002 Trans Survey: PW Sanitation, Zoo	AR+5	01/01/2001	12/31/2002		00000927	785096	627
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2001-2002 Trans Survey: LAPD, PW Engineering	AR+5	01/01/2001	12/31/2002		00000928	785097	628
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2002-2003 Trans Survey: Animal Services, Build & Safety, Finance, El Pueblo, FIRE, City Clerk, Council, Ma	AR+5	01/01/2002	12/31/2003		00000929	785098	629
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2005 Annual Survey: Animal Services, Build & Safety, CAO, CDD, City Clerk, Council, Mayor, CLA, CCYF, C	AR+5	01/01/2005	12/31/2005		00000930	785099	630
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2005 Annual Survey: PW San other, PW BOSL, PW BOSS, Transportation, Zoo	AR+5	01/01/2005	12/31/2005		00000931	785100	631
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2001-2002 Trans Survey: LAPD	AR+5	01/01/2001	12/31/2002		00000932	785101	632
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2001-2002 Trans Survey: Housing, Library	AR+5	01/01/2001	12/31/2002		00000933	785102	633
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2001-2002 Trans Survey: LAPD, Harbor	AR+5	01/01/2001	12/31/2002		00000934	785103	634
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2006-2007 and 2007-2008 Carpool Confirms and Applications	AR+5	01/01/2006	12/31/2008		00000935	785104	635
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2006-2007 West L.A. confirms and 2007-2008 San Pedro, West LA, Van Nuys, Van Nuys Fleet, Van Nuys Te	AR+5	01/01/2006	12/31/2008		00000936	785105	636
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2006-2007 Civic Center 24HR cofirms, San Pedro, Temp, Mileage, City Council, Mayor's office, Home Garagi	AR+5	01/01/2006	12/31/2008		00000937	785106	637
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2007-2008 Individual Civic Center Confirms and Applications, 24HR, Mayor's Office, Council, Fleet, Mileage	AR+5	01/01/2007	12/31/2008		00000938	785107	638
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2007-2008 Individual Confirms for L.A. Civic R-Z	AR+5	01/01/2007	12/31/2008		00000939	785108	639
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2007-2008 Individual Confirms for L.A. Civic A-G	AR+5	01/01/2007	12/31/2008		00000940	785109	640
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2007-2008 Individual Confirms for L.A. Civic H-Q	AR+5	01/01/2007	12/31/2008		00000941	785110	641
O001. /PER/40/	CORRESPONDENCE & SUBJECT FILES 2008-2009 LA Civic Center Carpool Confirms and Apps and 2008-2009 LA Civic Mileage Confirms	AR+5	01/01/2008	12/31/2009	M-Z	00000942	785111	642
O004. /PER/40/	ENROLLMENT & CHANGE CARDS (ACTIVE & DENTAL COBRA Continuation Forms. 1994, A - Z	TO+5	01/01/1994	12/31/1994			803857	643
O004. /PER/40/	ENROLLMENT & CHANGE CARDS (ACTIVE & DENTAL COBRA 1992	TO+5	01/01/1992	12/31/1992			803865	644
O004. /PER/40/	ENROLLMENT & CHANGE CARDS (ACTIVE & DENTAL COBRA 1993 U-Z and Dep's	TO+5	01/01/1993	12/31/1993			803889	645
O004. /PER/40/	ENROLLMENT & CHANGE CARDS (ACTIVE & DENTAL COBRA 1994 Dependents & Retired	TO+5	01/01/1994	12/31/1994			804014	646
O004. /PER/40/	ENROLLMENT & CHANGE CARDS (ACTIVE & DENTAL COBRA 1993 A-T	TO+5	01/01/1993	12/31/1993			803884	647
O011. /PER/40/	PAYMENT CARDS Deferred Compensation Participation Agreements May 27 - July 19, 1995	TO+5	05/27/1995	07/19/1995			804017	648
O012. /PER/40/	SUGGESTION AWARD PROGRAM FILE Suggestion Awards 1988 - 1990	AU+10	01/01/1988	12/31/1990			803877	649
O012. /PER/40/	SUGGESTION AWARD PROGRAM FILE Suggestions Awards: 1965 - 1990. Nots, Approved/not approved, rewards, etc.	AU+10	01/01/1965	12/31/1990			803871	650

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF: PERSONNEL/EMPLOYEE BENEFITS OFFICE

/PER/40/

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
0013. /PER/40/	UNEMPLOYMENT INSURANCE FILE UI Claims 1994: R - Z.	AU+10	01/01/1994	12/31/1994		CRC	803876	651
0013. /PER/40/	UNEMPLOYMENT INSURANCE FILE UI Claims 1995 H - O	AU+10	01/01/1995	12/31/1995		CRC	803861	652
0013. /PER/40/	UNEMPLOYMENT INSURANCE FILE UI Claims, 1994 H - Q	AU+10	01/01/1994	12/31/1994		CRC	803855	653
0013. /PER/40/	UNEMPLOYMENT INSURANCE FILE Unemployment Claims 1994 A-E	AU+10	01/01/1994	12/31/1994		CRC	803890	654
0013. /PER/40/	UNEMPLOYMENT INSURANCE FILE UI Claims 1995 A - G	AU+10	01/01/1995	12/31/1995		CRC	803860	655
0013. /PER/40/	UNEMPLOYMENT INSURANCE FILE UI Claims 1995 P - Z	AU+10	01/01/1995	12/31/1995		CRC	803866	656
0015. /PER/40/	UNION BILLINGS PVs: FY 1992: Fund 829, Union/Optical.	CL+10	07/01/1992	06/30/1993		CRC	803870	657
0015. /PER/40/	UNION BILLINGS PV's Union/Optical FY 94	CL+10	07/01/1993	06/30/1994		CRC	804015	658
0015. /PER/40/	UNION BILLINGS Police Protective League	CL+10	07/01/1985	06/30/1992		CRC	803867	659
0015. /PER/40/	UNION BILLINGS "Police Relief, Fund 829/100 FY 1981 - 1992":	CL+10	01/01/1981	01/31/1995		CRC	803859	660
0015. /PER/40/	UNION BILLINGS Union/Optical FY 95	CL+10	07/01/1995	06/30/1996		CRC	804016	661
0015. /PER/40/	UNION BILLINGS FY 1991-1994 Fund 100. LAFLAC - Fund 830	CL+10	07/01/1991	06/30/1995		CRC	803891	662

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

662

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 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 ME=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

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