

**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/ADMINISTRATIVE SERVICES	/PER/80/	
SCHD ITEM NO.	Record Series Title	TOTAL RETENTION PERIOD	Total Boxes
A011.	NON-SELECTED RESPONSES TO REQUESTS FOR PROPO	TO+2	23
A012.	Credit Card Statements	TO+4	9
A013.	Mileage Reimbursement Requests	TO+4	2
A014.	Telephone Bills	TO+2	1
A017.	Contracts - Personal Service	EX+5	8
O001.	ACCOUNT FILE	CL+4	10
O002.	CORRESPONDENCE & SUBJECT FILES	AR+2	11
O003.	EMPLOYEE PERSONNEL FOLDER (DEPT.)	TE	1
O006.	RECEIPT BOOKS (GEN 30)	CL+2	3
O008.	TIME CARDS	TO+5	28
O010.	WEEKLY CREW TIME SHEET (5054)	TO+5	19
* O015.	Closed Certification Lists	TO+5	28
* O016.	Closed Subpoena Requests	TO+5	19

Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **162**

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

**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: 4/30/16

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 CITY CLERK STAFF HAVE REVIEWED THE REQUEST FOR HISTORICAL CONTENT AND REMOVED ANY ITEMS OF UNIQUE HISTORICAL VALUE.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

Date: 3/21/2016

**BOX LISTING BY RECORD SERIES:**

Box List Page 1 of 7

**RECORDS OF: PERSONNEL/ADMINISTRATIVE SERVICES**

**/PER/80/**

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
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: proposal binders, released 2/15/05: Life Insurance (7); Disability (6) and Life Insurance	TO+2	01/01/2005	12/31/2005	DO	000001952	763150	1
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: proposal binders, released 2/15/05: Life Insurance (7); Disability (6) and Life Insurance	TO+2	01/01/2005	12/31/2005	DO	000001953	763151	2
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: proposal binders, released 2/15/05: Life Insurance (7); Disability (6) and Life Insurance	TO+2	01/01/2005	12/31/2005	DO	000001954	763152	3
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Disability Plan: folder and CD, released 2/15/05	TO+2	01/30/2003	02/15/2005	DO	000001955	763153	4
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Unemployment Cost Control, 2001	TO+2	01/01/2001	12/31/2003	DO	000001956	763154	5
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Background Investigation Services (materials) November, 2001	TO+2	01/01/2001	12/31/2005	DO	000001957	763155	6
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Complaint Investigations, 1/14/03	TO+2	01/01/2001	12/31/2003	DO	000001958	763156	7
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Complaint Investigations, 1/14/03	TO+2	01/01/2001	12/31/2003	DO	000001959	763157	8
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Unemployment Insurance Administration, 2004. Binder 1. Tax. Request for Proposals	TO+2	01/01/2004	12/31/2006	DO	000001960	763158	9
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Workers' Comp Medical Service Cost Review and Containment, released 5/20/04. (8 t	TO+2	01/01/2004	12/31/2004	DO	000001961	763159	10
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Workers' Comp Medical Service Cost Review and Containment, released 5/20/04. (8 t	TO+2	01/01/2004	12/31/2004	DO	000001962	763160	11
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Workers' Comp Medical Service Cost Review and Containment, released 5/20/04. (8 t	TO+2	01/01/2004	12/31/2004	DO	000001963	763161	12
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Qualifications: Executive Searches (folder; 6/1/05, 6/13/05 and 6/23/06)	TO+2	01/01/2005	12/31/2006	DO	000001964	763162	13
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Review and Evaluation of Police Officer and Firefighter Recruitment Strategies & Prac	TO+2	01/01/2006	12/31/2006	DO	000001965	763163	14
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Deferred Compensation Third-Party Administrator - folder 6/21/06	TO+2	01/01/2006	12/31/2006	DO	000001966	763164	15
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Full Service Advertising Agencies - folder 9/1/03	TO+2	01/01/2003	12/31/2003	DO	000001967	763165	16
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Benefits Admin Services: folder 2/2004	TO+2	01/01/2003	12/31/2004	DO	000001968	763166	17
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Multi-Subject, Multi-Tier Training - folder 5/27/05	TO+2	01/01/2005	12/31/2005	DO	000001969	763167	18
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Third-Party Administration for Sworn Workers' Compensation Claims - 6/21/06. Binder	TO+2	01/01/2006	12/31/2006	DO	000001970	763168	19
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Sexual Harassment - folder 1/21/05	TO+2	01/01/2005	12/31/2005	DO	000001971	763169	20
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Benefits Consultant - folder 7/3/05. Binders: 1. Buck Consultants, 2. Deloitte, 3. Mellor	TO+2	01/01/2005	12/31/2005	DO	000001972	763170	21
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Third-Party Administrator for Sworn Workers' Compensation Claims Management and	TO+2	01/01/2003	12/31/2003	DO	000001973	763171	22
A011. /PER/80/	<b>NON-SELECTED RESPONSES TO REQUESTS FOR PR</b> Request for Proposals: Employee Assistance Program - folder 4/21/03. Binders: 1. Cigna, Magellan and 3. MH	TO+2	01/01/2003	12/31/2003	DO	000001974	763172	23
A012. /PER/80/	<b>Credit Card Statements</b> CREDIT CARD STATEMENTS	TO+4	12/05/2007	12/07/2009	DO	000000057	775223	24
A012. /PER/80/	<b>Credit Card Statements</b> CREDIT CARD STATEMENTS	TO+4	12/24/2005	12/04/2007	DO	000000065	775225	25

**Instructions to Reviewer:** Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

**Number Boxes to be Destroyed This Page:**

25

**Reviewer Initials:**

msd

**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 7

**RECORDS OF:** PERSONNEL/ADMINISTRATIVE SERVICES

**/PER/80/**

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
A012. /PER/80/	<b>Credit Card Statements</b> CREDIT CARD STATEMENTS	TO+4	12/05/2006	01/04/2008	DO	000000066 CRC	775226	26
A012. /PER/80/	<b>Credit Card Statements</b> CREDIT CARD STATEMENTS	TO+4	12/24/2005	12/04/2006	DO	000000067 CRC	775227	27
A012. /PER/80/	<b>Credit Card Statements</b> CREDIT CARD STATEMENTS	TO+4	01/04/2004	12/01/2004	DO	000000068	775228	28
A012. /PER/80/	<b>Credit Card Statements</b> CREDIT CARD STATEMENTS	TO+4	01/01/2003	12/29/2003	DO	000000069 CRC	775229	29
A012. /PER/80/	<b>Credit Card Statements</b> CREDIT CARD STATEMENTS	TO+4	01/01/2004	12/31/2004	DO	000000070 CRC	775230	30
A012. /PER/80/	<b>Credit Card Statements</b> CREDIT CARD STATEMENTS	TO+4	01/24/2003	12/23/2003	DO	000000071	775231	31
A012. /PER/80/	<b>Credit Card Statements</b> CREDIT CARD STATEMENTS	TO+4	12/24/2005	12/04/2006	DO	000000072	775232	32
A013. /PER/80/	<b>Mileage Reimbursement Requests</b> MILEAGE REPEORTS	TO+4	12/01/2008	12/31/2009	DO	000000055 CRC	775221	33
A013. /PER/80/	<b>Mileage Reimbursement Requests</b> MILEAGE REPORTS	TO+4	01/01/2008	12/31/2008	DO	000000064 CRC	775224	34
A014. /PER/80/	<b>Telephone Bills</b> TELEPHONE BILLS	TO+2	07/01/2009	03/31/2010	DO	000000054 CRC	775220	35
A017. /PER/80/	<b>Contracts - Personal Service</b> Expired Personal Services Contracts, A - B	EX+5	01/01/1989	12/31/2006	DO	000001944 CRC	763142	36
A017. /PER/80/	<b>Contracts - Personal Service</b> Expired Personal Services Contracts, C - D	EX+5	03/27/1995	12/31/2006	DO	000001945 CRC	763143	37
A017. /PER/80/	<b>Contracts - Personal Service</b> Expired Personal Services Contracts, E - G	EX+5	03/11/1994	12/31/2006	DO	000001946 CRC	763144	38
A017. /PER/80/	<b>Contracts - Personal Service</b> Expired Personal Services Contracts, H - J	EX+5	06/29/1994	12/31/2006	DO	000001947 CRC	763145	39
A017. /PER/80/	<b>Contracts - Personal Service</b> "Expired Personal Services Contracts,	EX+5	04/28/1994	12/31/2006	DO	000001948 CRC	763146	40
A017. /PER/80/	<b>Contracts - Personal Service</b> "Expired Personal Services Contracts,	EX+5	07/01/1991	12/31/2006	DO	000001949 CRC	763147	41
A017. /PER/80/	<b>Contracts - Personal Service</b> Expired Personal Services Contracts, PricewaterhouseCoopers - S	EX+5	08/03/2004	12/31/2006	DO	000001950 CRC	763148	42
A017. /PER/80/	<b>Contracts - Personal Service</b> Expired Personal Services Contracts, T - Y	EX+5	04/07/1995	12/31/2006	DO	000001951 CRC	763149	43
O001. /PER/80/	<b>ACCOUNT FILE</b> CONTRACT PURCHASE ORDER (CPO/PO) FY 03	CL+4	02/11/2003	06/20/2006		000000044 CRC	738386	44
O001. /PER/80/	<b>ACCOUNT FILE</b> CPO/PO FY 04	CL+4	02/10/2004	06/18/2004		000000045 CRC	738387	45
O001. /PER/80/	<b>ACCOUNT FILE</b> STORES MULTI USE FORM	CL+4	07/07/2003	06/02/2004		000000046 CRC	738388	46
O001. /PER/80/	<b>ACCOUNT FILE</b> CPO/PO FY 04	CL+4	11/06/2003	02/05/2004		000000047 CRC	738389	47
O001. /PER/80/	<b>ACCOUNT FILE</b> CPO/PO FY 02	CL+4	07/09/2001	01/15/2002		000000048 CRC	738390	48
O001. /PER/80/	<b>ACCOUNT FILE</b> CPO/PO FY 02	CL+4	01/15/2002	07/08/2002		000000049 CRC	738391	49
O001. /PER/80/	<b>ACCOUNT FILE</b> PURCHASING CARD STATEMENT	CL+4	01/23/2005	12/23/2005		000000050 CRC	738392	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:** 25

**Reviewer Initials:** mgd

**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 7

**RECORDS OF:** PERSONNEL/ADMINISTRATIVE SERVICES

**/PER/80/**

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/80/	<b>ACCOUNT FILE</b> CPO/PO FY 01	CL+4	01/31/2001	06/21/2001		000000051	738393	51
						CRC		
0001. /PER/80/	<b>ACCOUNT FILE</b> CPO/PO FY 03	CL+4	08/26/2002	06/19/2003		000000052	738394	52
						CRC		
0001. /PER/80/	<b>ACCOUNT FILE</b> CPO/PO FY 04	CL+4	07/02/2003	06/22/2004		000000053	738395	53
						CRC		
0002. /PER/80/	<b>CORRESPONDENCE &amp; SUBJECT FILES</b> Emergency Ops Files 1990-1992	AR+2	01/01/1992	12/31/1992			803885	54
						CRC		
0002. /PER/80/	<b>CORRESPONDENCE &amp; SUBJECT FILES</b> "Credit Complaints." Letters from finance companies etc., requesting CLA employees contact them re: unpaic	AR+2	07/01/1970	08/31/1970			30334	55
						CRC		
0002. /PER/80/	<b>CORRESPONDENCE &amp; SUBJECT FILES</b> Exercise Reference Materials & Notes	AR+2	01/01/1990	12/31/1994		000000600	657258	56
						CRC		
0002. /PER/80/	<b>CORRESPONDENCE &amp; SUBJECT FILES</b> Leo Angelo Emergency Operations, Public Safety Division Room B-14	AR+2	01/01/1990	12/31/1994		000000601	657259	57
						CRC		
0002. /PER/80/	<b>CORRESPONDENCE &amp; SUBJECT FILES</b> Miscellaneous Training & Emergency Operations Reports	AR+2	01/01/1990	12/31/1994		000000602	657260	58
						CRC		
0002. /PER/80/	<b>CORRESPONDENCE &amp; SUBJECT FILES</b> 1993 Payment Vouchers	AR+2	01/01/1990	12/31/1994		000000603	657261	59
						CRC		
0002. /PER/80/	<b>CORRESPONDENCE &amp; SUBJECT FILES</b> Bill Russell's Files	AR+2	01/01/1990	12/31/1994		000000604	657262	60
						CRC		
0002. /PER/80/	<b>CORRESPONDENCE &amp; SUBJECT FILES</b> 1992 Civil Unrest Files-1992 Civil Unrest Volunteer Request Forms	AR+2	01/01/1990	12/31/1994		000000605	657263	61
						CRC		
0002. /PER/80/	<b>CORRESPONDENCE &amp; SUBJECT FILES</b> Feb 1992 Floods- April 1992 Riots info	AR+2	01/01/1990	12/31/1994		000000606	657264	62
						CRC		
0002. /PER/80/	<b>CORRESPONDENCE &amp; SUBJECT FILES</b> Management of Spontaneous Volunteer files	AR+2	01/01/1990	12/31/1994		000000607	657265	63
						CRC		
0002. /PER/80/	<b>CORRESPONDENCE &amp; SUBJECT FILES</b> Emergency Operation Files. Packing list in box:	AR+2	04/01/1992	02/28/1993		000001624	803883	64
						CRC		
0003. /PER/80/	<b>EMPLOYEE PERSONNEL FOLDER (DEPT.)</b> PAYROLL CHANGE FORM GEN 41	TE	06/28/2001	12/31/2006		000000035	738377	65
						CRC		
0006. /PER/80/	<b>RECEIPT BOOKS (GEN 30)</b> RECEIPT BOOKS	CL+2	06/01/2004	09/30/2006		000000029	734412	66
						CRC		
0006. /PER/80/	<b>RECEIPT BOOKS (GEN 30)</b> CASH RECEIPT FY 04	CL+2	07/01/2004	07/01/2006		000000034	738376	67
						CRC		
0006. /PER/80/	<b>RECEIPT BOOKS (GEN 30)</b> CASH RECEIPTS	CL+2	09/15/2006	12/24/2008	DO	000000056	775222	68
						CRC		
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	07/01/2001	10/31/2001		000000013	734396	69
						CRC		
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	10/01/2001	12/31/2001		000000014	734397	70
						CRC		
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	01/01/2002	03/31/2002		000000015	734398	71
						CRC		
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	04/01/2002	06/30/2002		000000016	734399	72
						CRC		
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	07/01/2002	10/01/2002		000000017	734400	73
						CRC		
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	10/31/2002	12/31/2002		000000018	734401	74
						CRC		
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2002	TO+5	01/01/2001	06/01/2003		000000019	734402	75
						CRC		

**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:** med

**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 7

**RECORDS OF: PERSONNEL/ADMINISTRATIVE SERVICES**

**/PER/80/**

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
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2002	TO+5	06/01/2003	12/31/2004	000000020 CRC	734403	76	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	01/01/2003	04/01/2003	000000021 CRC	734404	77	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	04/30/2003	07/01/2003	000000022 CRC	734405	78	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	07/01/2003	10/01/2003	000000023 CRC	734406	79	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	10/01/2003	12/31/2003	000000024 CRC	734407	80	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	01/01/2004	03/01/2004	000000025 CRC	734408	81	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	03/31/2004	06/30/2004	000000026 CRC	734409	82	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001	TO+5	07/01/2004	09/30/2004	000000027 CRC	734410	83	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEED DEPT 2001 & 2002	TO+5	10/01/2004	12/31/2004	000000028 CRC	734411	84	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEET	TO+5	07/23/2006	09/16/2006	000000030 CRC	738372	85	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEET	TO+5	05/28/2006	07/22/2006	000000031 CRC	738373	86	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEET	TO+5	03/05/2006	05/27/2006	000000032 CRC	738374	87	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEET	TO+5	12/05/2005	03/04/2006	000000033 CRC	738375	88	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEET	TO+5	11/12/2006	01/06/2007	000000036 CRC	738378	89	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEET	TO+5	09/17/2006	11/11/2006	000000037 CRC	738379	90	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEET	TO+5	12/11/2005	12/24/2005	000000038 CRC	738380	91	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEET	TO+5	05/14/2005	07/23/2005	000000039 CRC	738381	92	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEET	TO+5	08/06/2005	10/01/2005	000000040 CRC	738382	93	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEET	TO+5	10/15/2005	12/10/2005	000000041 CRC	738383	94	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEET	TO+5	04/02/2005	07/23/2005	000000042 CRC	738384	95	
0008. /PER/80/	<b>TIME CARDS</b> TIMESHEET	TO+5	01/08/2005	03/19/2005	000000043 CRC	738385	96	
0010. /PER/80/	<b>WEEKLY CREW TIME SHEET (5054)</b> WEEKLY CREW TIME SHEET	TO+5	01/01/1991	12/31/1993	000000001 CRC	734384	97	
0010. /PER/80/	<b>WEEKLY CREW TIME SHEET (5054)</b> WEEKLY CREW TIME SHEET	TO+5	01/01/1994	12/31/1994	000000002 CRC	734385	98	
0010. /PER/80/	<b>WEEKLY CREW TIME SHEET (5054)</b> WEEKLY CREW TIME SHEET	TO+5	01/01/1995	12/31/1995	000000003 CRC	734386	99	
0010. /PER/80/	<b>WEEKLY CREW TIME SHEET (5054)</b> WEEKLY CREW TIME SHEET	TO+5	01/01/2000	12/31/2000	000000004 CRC	734387	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:** 25

**Reviewer Initials:** mgj

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

Date: 3/21/2016

**BOX LISTING BY RECORD SERIES:**

Box List Page 5 of 7

**RECORDS OF: PERSONNEL/ADMINISTRATIVE SERVICES**

**/PER/80/**

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES--		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
			FROM	TO				
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) WEEKLY CREW TIME SHEET	TO+5	01/01/2000	12/01/2000		000000005	734388	101
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) WEEKLY CREW TIME SHEET	TO+5	01/01/1996	12/31/1996		000000006	734389	102
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) WEEKLY CREW TIME SHEET	TO+5	01/01/1998	12/31/1998		000000007	734390	103
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) WEEKLY CREW TIME SHEET	TO+5	01/01/1999	12/31/1999		000000008	734391	104
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) WEEKLY CREW TIME SHEET - COMMISSION	TO+5	01/01/1993	12/31/1999		000000009	734392	105
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) WEEKLY CREW TIME SHEET	TO+5	01/01/1997	12/31/1997		000000010	734393	106
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) WEEKLY CREW TIME SHEET	TO+5	01/01/2001	12/31/2001		000000011	734394	107
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) WEEKLY CREW TIME SHEET	TO+5	01/01/1993	12/31/1993		000000012	734395	108
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) PAYROLL 2001-2002	TO+5	01/01/2001	12/31/2002		000001890	735149	109
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) PAYROLL	TO+5	01/01/2003	06/30/2003		000001891	735150	110
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) PAYROLL	TO+5	07/01/2003	12/31/2003		000001892	735151	111
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) PAYROLL	TO+5	01/01/2004	06/30/2004		000001893	735152	112
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) PAYROLL	TO+5	07/30/2004	12/31/2004		000001894	735153	113
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) PAYROLL	TO+5	01/01/2005	06/30/2005		000001895	735154	114
0010. /PER/80/	WEEKLY CREW TIME SHEET (5054) PAYROLL	TO+5	07/01/2005	12/31/2005		000001896	735155	115
0015. /PER/80/	Closed Certification Lists (Accountant-Workers' Comp Analyst)	TO+5	01/01/1994	12/31/1994	DO	000001897	753770	116
0015. /PER/80/	Closed Certification Lists (Acctg Clerk-Workers' Comp Analyst)	TO+5	01/01/1995	12/31/1995	DO	000001898	753771	117
0015. /PER/80/	Closed Certification Lists (Acctg Clerk-Pr Occ Hlth Nurse)	TO+5	01/01/1996	12/31/1997	DO	000001899	753772	118
0015. /PER/80/	Closed Certification Lists (Pr. WC Analyst-Mgmt Asst)	TO+5	01/01/1997	12/31/1998	DO	000001900	753773	119
0015. /PER/80/	Closed Certification Lists (Mess Clerk-WC Analyst)	TO+5	01/01/1998	12/31/1998	DO	000001901	753774	120
0015. /PER/80/	Closed Certification Lists (Acctng Clerk-Mgmt Analys 9/99)	TO+5	01/01/1999	12/31/1999	DO	000001902	753775	121
0015. /PER/80/	Closed Certification Lists (Mgmt Analyst 10/99-WC Analyst)	TO+5	01/01/1999	12/31/1999	DO	000001903	753776	122
0015. /PER/80/	Closed Certification Lists (Acctg Clerk-Data Base Architect)	TO+5	01/01/2000	12/31/2000	DO	000001904	753777	123
0015. /PER/80/	Closed Certification Lists (Management Analyst-Sr Clerk Typist)	TO+5	01/01/2000	12/31/2000	DO	000001905	753778	124
0015. /PER/80/	Closed Certification Lists (Sr Mgmt Analyst-WC Claims Asst)	TO+5	01/01/2000	12/31/2000	DO	000001906	753779	125

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**Number Boxes to be Destroyed This Page:** 15

**Reviewer Initials:** mgd

**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 7

**RECORDS OF:** PERSONNEL/ADMINISTRATIVE SERVICES

**/PER/80/**

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
O015. /PER/80/	<b>Closed Certification Lists</b> (Acctg Clerk-Clerk Typist 6/01)	TO+5	01/01/2001	12/31/2001	DO	000001907 CRC	753780	126
O015. /PER/80/	<b>Closed Certification Lists</b> (Clerk Typist 8/01-Mgmt Analyst 8/01)	TO+5	01/01/2001	12/31/2001	DO	000001908 CRC	753781	127
O015. /PER/80/	<b>Closed Certification Lists</b> (Mgmt Analyst 9/01-Programmer Analyst)	TO+5	01/01/2001	12/31/2001	DO	000001909 CRC	753782	128
O015. /PER/80/	<b>Closed Certification Lists</b> (Sr Acct-Sr Mgmt Analyst)	TO+5	01/01/2001	12/31/2001	DO	000001910 CRC	753783	129
O015. /PER/80/	<b>Closed Certification Lists</b> (Sr. Pers Analyst-WC Claims Asst)	TO+5	01/01/2001	12/31/2001	DO	000001911 CRC	753784	130
O015. /PER/80/	<b>Closed Certification Lists</b> (Clerk Typist-Clerk Typist)	TO+5	01/01/2002	12/31/2003	DO	000001912 CRC	753785	131
O015. /PER/80/	<b>Closed Certification Lists</b> (Corr Nurse-WC Analyst)	TO+5	01/01/2003	12/31/2003	DO	000001913 CRC	753786	132
O015. /PER/80/	<b>Closed Certification Lists</b> (WC Claims Asst-Mgmt Analyst)	TO+5	01/01/2003	12/31/2004	DO	000001914 CRC	753787	133
O015. /PER/80/	<b>Closed Certification Lists</b> (Pers Analyst-WC Claims Asst)	TO+5	01/01/2004	12/31/2004	DO	000001915 CRC	753788	134
O015. /PER/80/	<b>Closed Certification Lists</b> (Acctg Clerk-Clerk Typist 6/05)	TO+5	01/01/2005	12/31/2005	DO	000001916 CRC	753789	135
O015. /PER/80/	<b>Closed Certification Lists</b> (Clerk Typist 9/05-Pers Analyst)	TO+5	01/01/2005	12/31/2005	DO	000001917 CRC	753790	136
O015. /PER/80/	<b>Closed Certification Lists</b> (Pers Rec Supvsr-Sr Clerk Typist 9/05)	TO+5	01/01/2005	12/31/2005	DO	000001918 CRC	753791	137
O015. /PER/80/	<b>Closed Certification Lists</b> (Sr Clerk Typist 11/05-Sr Pers Analyst)	TO+5	01/01/2005	12/31/2005	DO	000001919 CRC	753792	138
O015. /PER/80/	<b>Closed Certification Lists</b> (Sr Syst Analyst-WC Claims Asst)	TO+5	01/01/2005	12/31/2005	DO	000001920 CRC	753793	139
O015. /PER/80/	<b>Closed Certification Lists</b> (Acctg Clerk-Clerk Typist)	TO+5	01/01/2006	12/31/2006	DO	000001921 CRC	753794	140
O015. /PER/80/	<b>Closed Certification Lists</b> (Clinical Coord-Mgmt Asst 7/06)	TO+5	01/01/2006	12/31/2006	DO	000001922 CRC	753795	141
O015. /PER/80/	<b>Closed Certification Lists</b> (Mgmt Asst 9/06-Sr Clerk Typist 7/06)	TO+5	01/01/2006	12/31/2006	DO	000001923 CRC	753796	142
O015. /PER/80/	<b>Closed Certification Lists</b> (Sr Clerk Typist 8/06-WC Claims Asst)	TO+5	01/01/2006	12/31/2006	DO	000001924 CRC	753797	143
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/1994	12/31/1994	DO	000001925 CRC	753798	144
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/1995	12/31/1995	DO	000001926 CRC	753799	145
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/1996	12/31/1996	DO	000001927 CRC	753800	146
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/1997	12/31/1997	DO	000001928 CRC	753801	147
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/1998	12/31/1999	DO	000001929 CRC	753802	148
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/2000	12/31/2000	DO	000001930 CRC	753803	149
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/2001	07/31/2001	DO	000001931 CRC	753804	150

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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 7 of 7

**RECORDS OF:** PERSONNEL/ADMINISTRATIVE SERVICES

**/PER/80/**

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
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	08/01/2001	12/31/2001	DO	000001932	753805	151
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/2002	12/31/2002	DO	000001933	753806	152
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/2003	06/30/2003	DO	000001934	753807	153
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	07/01/2003	12/31/2003	DO	000001935	753808	154
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/2004	06/30/2004	DO	000001936	753809	155
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	07/01/2004	12/31/2004	DO	000001937	753810	156
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/2005	06/30/2005	DO	000001938	753811	157
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	07/01/2005	12/31/2005	DO	000001939	753812	158
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/2006	08/31/2006	DO	000001940	753813	159
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	09/01/2006	12/31/2006	DO	000001941	753814	160
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	01/01/2007	05/31/2007	DO	000001942	753815	161
O016. /PER/80/	<b>Closed Subpoena Requests</b> (Files are sorted by month & records are alphabetized)	TO+5	06/01/2007	12/31/2007	DO	000001943	753816	162

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

162

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

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**Number Boxes to be Destroyed This Page:** 12

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