

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
BOX SUMMARY BY RECORD SERIES:

Date: 4/1/2016

Summary Page 1 of 1

RECORDS OF:	CITY PLANNING/ADMINISTRATIVE SERVICES		/DCP/100/
SCHD ITEM NO.	Record Series Title	TOTAL RETENTION PERIOD	Total Boxes
O002.	ACCOUNTING AND SUPPLY SECTION RECORDS	TO+3	4
O003.	PAYROLL RECORDS	TO+10	42
O004.	CONTRACTS AND PURCHASES	TO+5	4
O006.	GENERAL CORRESPONDENCE & SUBJECT FILES	TO+2	4
O007.	PERSONNEL RECORDS	TE	4
O008.	PAYROLL AND TIME VARIATIONS	TO+10	4
O011.	MIS PAY PERIOD TIMESHEETS	TO+7	23
O015.	CERTIFICATION INTERVIEW FOLDERS	TO+5	8

Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 93
 Minus excluded boxes: 93
 (Please line out excluded boxes on the form and note box numbers)
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION 0

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: 4-13-16

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 CITY CLERK STAFF HAVE REVIEWED THE REQUEST FOR HISTORICAL CONTENT AND REMOVED ANY ITEMS OF UNIQUE HISTORICAL VALUE.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: 4/20/16

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: 4/1/2016

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 4

RECORDS OF: CITY PLANNING/ADMINISTRATIVE SERVICES						/DCP/100/		
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
O002. /DCP/100/	ACCOUNTING AND SUPPLY SECTION RECORDS Interdepartmental Sub-Orders 1972. POs, Complete: 601-02, 601-06, 602-02: 1972.	TO+3	01/01/1972	12/31/1972		000000001 CRC	31502	1
O002. /DCP/100/	ACCOUNTING AND SUPPLY SECTION RECORDS Fical 1972 Deposit Certificates; Requests for Payment. 1971-1972.	TO+3	07/01/1971	06/30/1972		000000002 CRC	31514	2
O002. /DCP/100/	ACCOUNTING AND SUPPLY SECTION RECORDS Sub-POs, Requests for Duplicating, 1970-1972.	TO+3	07/01/1970	06/30/1972		000000011 CRC	23804	3
O002. /DCP/100/	ACCOUNTING AND SUPPLY SECTION RECORDS Completed POs, Requests for Duplicating, 1970-1972.	TO+3	01/01/1970	01/31/1972		000000012 CRC	23806	4
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS	TO+10	01/01/1997	12/31/1997		000000671 CRC	603793	5
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS	TO+10	01/01/1997	12/31/1997		000000672 CRC	603794	6
O003. /DCP/100/	PAYROLL RECORDS LO2'S PAYPERIODS 13 - 17	TO+10	01/01/1996	12/31/1997		000000685 CRC	603807	7
O003. /DCP/100/	PAYROLL RECORDS LO2'S PAYPERIODS 18 - 22	TO+10	01/01/1997	12/31/1997		000000686 CRC	603808	8
O003. /DCP/100/	PAYROLL RECORDS LO2'S PAYPERIODS 1 - 5	TO+10	01/01/1997	12/31/1997		000000687 CRC	603809	9
O003. /DCP/100/	PAYROLL RECORDS LO2'S PAYPERIODS 6 - 10	TO+10	01/01/1997	12/31/1997		000000688 CRC	603810	10
O003. /DCP/100/	PAYROLL RECORDS L-14'S/L-14C'S	TO+10	01/01/1996	12/31/1997		000000694 CRC	603816	11
O003. /DCP/100/	PAYROLL RECORDS OVERTIME HISTORY REPORTS	TO+10	01/01/1996	12/31/1997		000000697 CRC	603819	12
O003. /DCP/100/	PAYROLL RECORDS PAYROLL RECAPULATION REPORT, SICK ROSTER, VACATION	TO+10	01/01/1995	12/31/1997		000000699 CRC	603821	13
O003. /DCP/100/	PAYROLL RECORDS L - 02	TO+10	04/27/1997	06/21/1997		000000756 CRC	603878	14
O003. /DCP/100/	PAYROLL RECORDS L - 02	TO+10	11/09/1997	01/17/1998		000000757 CRC	603879	15
O003. /DCP/100/	PAYROLL RECORDS L - 02	TO+10	01/18/1998	04/11/1998		000000758 CRC	603880	16
O003. /DCP/100/	PAYROLL RECORDS L - 02	TO+10	04/12/1998	07/04/1998		000000759 CRC	603881	17
O003. /DCP/100/	PAYROLL RECORDS L - 02	TO+10	07/05/1998	09/26/1998		000000760 CRC	603882	18
O003. /DCP/100/	PAYROLL RECORDS L - 02	TO+10	09/27/1998	12/19/1998		000000761 CRC	603883	19
O003. /DCP/100/	PAYROLL RECORDS L - 02	TO+10	12/20/1998	03/13/1999		000000762 CRC	603884	20
O003. /DCP/100/	PAYROLL RECORDS L - 02	TO+10	03/14/1999	06/05/1999		000000763 CRC	603885	21
O003. /DCP/100/	PAYROLL RECORDS L - 02	TO+10	06/06/1999	01/29/1999		000000764 CRC	603886	22
O003. /DCP/100/	PAYROLL RECORDS L - 02	TO+10	08/29/1999	11/20/1999		000000765 CRC	603887	23
O003. /DCP/100/	PAYROLL RECORDS L - 02 (11/21/99-12/31/99) & L-14 (5/27/97 - 11/24/97)	TO+10	05/27/1997	12/31/1999		000000766 CRC	603888	24
O003. /DCP/100/	PAYROLL RECORDS L-14	TO+10	12/09/1997	10/13/1998		000000767 CRC	603889	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: BP

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 4/1/2016

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 4

RECORDS OF: CITY PLANNING/ADMINISTRATIVE SERVICES

/DCP/100/

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
O003. /DCP/100/	PAYROLL RECORDS L-14	TO+10	10/27/1998	09/14/1999		000000768	603890	26
						CRC		
O003. /DCP/100/	PAYROLL RECORDS L-14 (9/28/99 - 12/31/99) & L-17 (5/25/96 - 7/5/97)	TO+10	05/25/1996	12/31/1999		000000769	603891	27
						CRC		
O003. /DCP/100/	PAYROLL RECORDS L-17	TO+10	07/19/1997	02/17/1999		000000770	603892	28
						CRC		
O003. /DCP/100/	PAYROLL RECORDS L-17 (4/10/99 - 12/31/99) & OT HISTORY (4/26/97 - 5/9/98)	TO+10	04/26/1997	12/31/1999		000000771	603893	29
						CRC		
O003. /DCP/100/	PAYROLL RECORDS OVERTIME HISTORY REPORTS	TO+10	05/23/1998	12/31/1999		000000772	603894	30
						CRC		
O003. /DCP/100/	PAYROLL RECORDS RECAPITULATION (95, 96, 97, 98, 99) PLUS SICK & VACATION	TO+10	01/01/1995	12/31/1999		000000773	603895	31
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000795	815166	32
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000796	815167	33
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000797	815168	34
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000798	815169	35
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000799	815170	36
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000800	815171	37
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000801	815172	38
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000802	815173	39
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000803	815174	40
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000804	815175	41
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000805	815176	42
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000806	815177	43
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000807	815178	44
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000808	815179	45
						CRC		
O003. /DCP/100/	PAYROLL RECORDS BLUE SLIPS AND TIME SHEETS	TO+10	01/01/1990	12/31/2001		000000809	815180	46
						CRC		
O004. /DCP/100/	CONTRACTS AND PURCHASES TNI - RFQ's	TO+5	01/01/2000	12/30/2003		000000782	712704	47
						CRC		
O004. /DCP/100/	CONTRACTS AND PURCHASES BUDGET	TO+5	09/01/2002	12/30/2003		000000785	712707	48
						CRC		
O004. /DCP/100/	CONTRACTS AND PURCHASES FEE REVENUE REPORTS	TO+5	01/01/1994	12/31/1999		000000786	725446	49
						CRC		
O004. /DCP/100/	CONTRACTS AND PURCHASES BUDGET	TO+5	01/01/1995	12/31/2000		000000787	725447	50
						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: BP

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 4/1/2016

BOX LISTING BY RECORD SERIES:

Box List Page 3 of 4

RECORDS OF: CITY PLANNING/ADMINISTRATIVE SERVICES

/DCP/100/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O006. /DCP/100/	GENERAL CORRESPONDENCE & SUBJECT FILES Administrative Files: Budget, Mileage, Employee Certifications, POs, more. 1968-1970.	TO+2	01/01/1968	12/31/1970		CRC	29084	51
O006. /DCP/100/	GENERAL CORRESPONDENCE & SUBJECT FILES EIRs, traffic reports.	TO+2	01/01/1975	12/31/1978		CRC	50194	52
O006. /DCP/100/	GENERAL CORRESPONDENCE & SUBJECT FILES Reports, Analyses, EIRs, etc. 1977	TO+2	01/01/1977	12/31/1977	DO	CRC	2500	53
O006. /DCP/100/	GENERAL CORRESPONDENCE & SUBJECT FILES "Project Planning & Development Section (Urban Renewal 7/71)"	TO+2	01/01/1967	12/31/1971		CRC	29134	54
O007. /DCP/100/	PERSONNEL RECORDS 2003 & 2004 Termination Folders	TE	12/31/2003	11/30/2004	DO	000000788	763916	55
O007. /DCP/100/	PERSONNEL RECORDS 2005 Termination Folders	TE	01/01/2005	12/31/2005	DO	000000789	763917	56
O007. /DCP/100/	PERSONNEL RECORDS 2006 Termination Folders	TE	01/01/2006	12/31/2006	DO	000000790	763918	57
O007. /DCP/100/	PERSONNEL RECORDS 2007 Termination Folders	TE	01/01/2007	12/31/2007	DO	000000791	763919	58
O008. /DCP/100/	PAYROLL AND TIME VARIATIONS Daily Time Reports 2/18/1974 to 6/21/1974.	TO+10	02/18/1974	06/21/1974		CRC	25030	59
O008. /DCP/100/	PAYROLL AND TIME VARIATIONS BLUE SLIPS	TO+10	11/22/1997	06/20/1998		000000774 CRC	603896	60
O008. /DCP/100/	PAYROLL AND TIME VARIATIONS BLUE SLIPS	TO+10	06/21/1998	02/27/1999		000000775 CRC	603897	61
O008. /DCP/100/	PAYROLL AND TIME VARIATIONS BLUE SLIPS	TO+10	02/28/1998	10/09/1999		000000776 CRC	603898	62
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 13 & 14	TO+7	12/05/1999	01/01/2000		000000749 CRC	603871	63
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 15 & 16	TO+7	01/02/2000	01/29/2000		000000750 CRC	603872	64
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 17 & 18	TO+7	01/30/2000	02/26/2000		000000751 CRC	603873	65
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 19 & 20	TO+7	02/27/2000	03/25/2000		000000752 CRC	603874	66
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 21 & 22	TO+7	03/26/2000	04/22/2000		000000753 CRC	603875	67
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 23 & 24	TO+7	04/23/2000	05/20/2000		000000754 CRC	603876	68
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 25 & 26	TO+7	05/21/2000	06/17/2000		000000755 CRC	603877	69
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 1 & 2	TO+7	06/18/2000	07/15/2000		000000756B CRC	613326	70
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 3 & 4	TO+7	07/16/2000	08/12/2000		000000757B CRC	613327	71
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 5 & 6	TO+7	08/13/2000	09/09/2000		000000758B CRC	613328	72
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 7 & 8	TO+7	09/10/2000	10/07/2000		000000759B CRC	613329	73
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 9 & 10	TO+7	10/08/2000	11/04/2000		000000760B CRC	613330	74
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 11 & 12	TO+7	11/05/2000	12/02/2000		000000761B CRC	613331	75

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Number Boxes to be Destroyed This Page: 25

Reviewer Initials: B.P.

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 4/1/2016

BOX LISTING BY RECORD SERIES:

Box List Page 4 of 4

RECORDS OF: CITY PLANNING/ADMINISTRATIVE SERVICES

/DCP/100/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 13 & 14	TO+7	12/03/2000	12/30/2000	000000762B CRC	613332	76	
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 15 & 16	TO+7	12/31/2000	01/27/2001	000000763B CRC	613333	77	
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 17 & 18	TO+7	01/28/2001	02/24/2001	000000764B CRC	613334	78	
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 19 & 20	TO+7	02/25/2001	03/24/2001	000000765B CRC	613335	79	
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 21 & 22	TO+7	03/25/2001	04/21/2001	000000766B CRC	613336	80	
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 23 & 24	TO+7	04/22/2001	05/19/2001	000000767B CRC	613337	81	
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 25, 26 & 27	TO+7	05/20/2001	06/30/2001	000000768B CRC	613338	82	
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 1 & 2	TO+7	07/02/2001	07/28/2001	000000777 CRC	621703	83	
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 3, 4, 5, & 6	TO+7	07/29/2001	09/22/2001	000000778 CRC	621704	84	
O011. /DCP/100/	MIS PAY PERIOD TIMESHEETS PAY PERIOD 7, 8, 9, & 10 THRU 19	TO+7	09/23/2001	03/23/2002	000000779 CRC	621705	85	
O015. /DCP/100/	CERTIFICATION INTERVIEW FOLDERS CERTIFICATION INTERVIEW FOLDERS	TO+5	01/01/1988	12/31/2004	000000793 CRC	815164	86	
O015. /DCP/100/	CERTIFICATION INTERVIEW FOLDERS CERTIFICATION INTERVIEW FOLDERS	TO+5	01/01/1988	12/31/2004	000000794 CRC	815165	87	
O015. /DCP/100/	CERTIFICATION INTERVIEW FOLDERS CERTIFICATION INTERVIEW FOLDERS	TO+5	01/01/2001	12/31/2009	000000810 CRC	815249	88	
O015. /DCP/100/	CERTIFICATION INTERVIEW FOLDERS CERTIFICATION INTERVIEW FOLDERS	TO+5	01/01/2001	12/31/2009	000000811 CRC	815250	89	
O015. /DCP/100/	CERTIFICATION INTERVIEW FOLDERS CERTIFICATION INTERVIEW FOLDERS	TO+5	01/01/2001	12/31/2009	000000812 CRC	815251	90	
O015. /DCP/100/	CERTIFICATION INTERVIEW FOLDERS CERTIFICATION INTERVIEW FOLDERS	TO+5	01/01/2001	12/31/2009	000000813 CRC	815252	91	
O015. /DCP/100/	CERTIFICATION INTERVIEW FOLDERS CERTIFICATION INTERVIEW FOLDERS	TO+5	01/01/2001	12/31/2009	000000814 CRC	815253	92	
O015. /DCP/100/	CERTIFICATION INTERVIEW FOLDERS CERTIFICATION INTERVIEW FOLDERS	TO+5	01/01/2001	12/31/2009	000000815 CRC	815254	93	

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

93

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CA=CANCELLED CL=CLOSED CO=COMPLETION EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED
 TE=TERMINATION TO=THE DATE OF THE RECORD, i.e. THE "TO DATE"
 MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT FM=FILEM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICORFILM PH=PHOTO NG=NEGATIVE OD=OVESIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS
 RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDNETIAL L=LEGAL

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

Number Boxes to be Destroyed This Page: 18

Reviewer Initials: BP