



# CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

\* **Records of Department:**

**Additional Information:**

**Submitting Date:**   Email me a copy

\* **Quantity:**

**Records Dated From**  **To**

**Description:**

**Attachment:** [2 MB max]  [PDX11 131-190 553 boxes BPC 19-0117 summary pages.pdf](#)

## Department Authorization

**Authorizing Person:**  **Date:**

## City Clerk Authorization

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

**Authorizing Person:**

**Date Signed:**

**APPROVE**

**REJECT**

**Signature:**

**Date of Notification:**  (Records will be held for 60 days from this date).

# LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

STEVE SOBOROFF  
PRESIDENT

DALE BONNER  
SANDRA FIGUEROA-VILLA  
SHANE MURPHY GOLDSMITH  
MARIA SILVA  
COMMISSION EXECUTIVE ASSISTANT II



**ERIC GARCETTI**  
Mayor

RICHARD M. TEFANK  
EXECUTIVE DIRECTOR

MARK P. SMITH  
INSPECTOR GENERAL

EXECUTIVE OFFICE  
POLICE ADMINISTRATION BUILDING  
100 WEST FIRST STREET, SUITE 134  
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE  
(213) 236-1410 FAX  
(213) 236-1440 TDD

April 30, 2019

BPC #19-0117

Mr. Todd Gaydowski  
Records Management Officer  
Office of the City Clerk  
555 Ramirez Street, Space 320  
Mail Stop 161

Dear Mr. Gaydowski:

RE: DESTRUCTION OF OBSOLETE ORIGINAL RECORDS FOR NORTHEAST AREA

At the regular meeting of the Board of Police Commissioners held April 30, 2019, the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in cursive script that reads "Maria Silva".

MARIA SILVA  
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

BPC #17-00117  
**RECEIVED**  
APR 25 2019 1K

April 23, 2018  
10.4

**POLICE COMMISSION**

**REVIEWED**

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

*Richard M. Tefank*  
**RICHARD M. TEFANK**  
EXECUTIVE DIRECTOR  
4/25/19  
DATE

**SUBJECT:** DESTRUCTION OF OBSOLETE ORIGINAL RECORDS

**RECOMMENDED ACTIONS**

1. That the Board of Police Commissioners (Board) APPROVE the Request for Authority to Destroy Obsolete Records - Original/Official Records for Northeast Area.
2. That the Board TRANSMIT this report and request to the City Clerk, Records Management Officer.

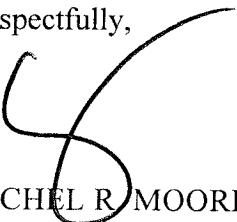
**DISCUSSION**

On September 3, 1981, the City Records Retention Ordinance, Los Angeles Administrative Code, Division 12, was approved by the City Council and signed into law by the Mayor. The ordinance established rules, regulations, and guidelines for retaining, retrieving, and destroying City records. Subsequently, on November 22, 1985, the City Council approved the Los Angeles Police Department (Department) Records Retention Schedule, which established retention and destruction periods for all of the Department's records.

The "Request for Authority to Destroy Obsolete Records" herein lists 553 boxes of original records for Northeast Area. The records to be destroyed are listed as an attachment. All records have satisfied both the minimum retention of the Department's Records Retention Schedule and the requirements for the destruction of obsolete records as specified by the Los Angeles Administrative Code, Section 12.5.

If you have any questions, please have your staff contact Police Administrator Terry L. Carter, Commanding Officer, Records and Identification Division, at (213) 486-8170.

Respectfully,



MICHEL R. MOORE  
Chief of Police

**BOARD OF  
POLICE COMMISSIONERS**  
Approved *April 30, 2019*  
Secretary *Maria Silva*

Attachments

### CERTIFICATION FOR DESTRUCTION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
  - a. For operations of named department or office, or
  - b. For the operations of the City, or
  - c. To satisfy a City Council policy adopted by resolution, or a City Council request, or
  - d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
  - e. By the City Clerk for the City Archives; and
4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4(a)(1)B of the Los Angeles Administrative Code;
2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

By \_\_\_\_\_ Date 4-24-19

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1972 THRU 12/31/1997

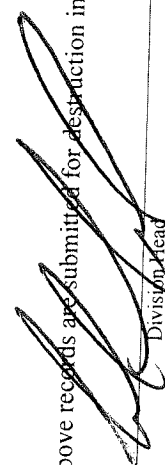
Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of POLICE DEPARTMENT / CENTRAL BUREAU / NORTHEAST DIVISION (Division) \_\_\_\_\_ (Unit)  
 (Department/Bureau)

Location of Records DEPARTMENT OF WATER AND POWER Records Retention Schedule No. PD-011  Original Records  Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
206	PERSONAL SERVICE CITATION (BOOKS)			TO+5	1984	1991	DWP	34
013	CORRESPONDENCE AND SUBJECT FILES			CL+10	1984	1995	DWP	85
075	SERGEANT'S DAILY REPORT			TO+5	1984	1994	DWP	10
018	DAILY FIELD ACTIVITIES REPORT			TO+5	1985	1996	DWP	46
268	WATCH COMMANDERS DAILY REPORT			TO+5	1984	1994	DWP	31
099	WORK CONTROL FOLDERS			CL+4	1983	1995	DWP	164
079	SUBPOENA FILES			CL+4	1986	1989	DWP	3
037	INVESTIGATOR'S CASE ENVELOPE-ARRESTEE PKGS			CL+4	1989	1995	DWP	93
170	JUVENILE ARREST PACKAGE			TO+5	1972	1974	DWP	20
197	OFFICER INVOLVED SHOOTING FILES			CL+30	1982	1985	DWP	1
							Total	SEE PAGE 2

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By  Division Head \_\_\_\_\_ Date \_\_\_\_\_ Page 1 of 2 Pages  
 Department Head \_\_\_\_\_

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION



*pt. 113 boxes  
 GARDEN ROUTE  
 1921-94*

**RECORDS TRANSFER LIST**

Date 07-22-93

Records of POLICE DEPARTMENT / CENTRAL BUREAU NORTHEAST RECORDS  
 (Department/Bureau) (Division) (Unit)  
 Address 3353 SAN FERNANDO RD. Location of Records  
 Compiled by ROBERT HOFFMAN Phone 485-2568

Records Retention Schedule No. PD-0011  
 Original Records  Oversize Records  Historical Records  
 Vital Records  Confidential Records

DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE ( SAME AS ON SCHEDULE ) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
✓ 318	206	PERSONAL SERVICE CITATION (BOOKS)	LAPD 4.50	1995	5/1984	1/1985	
✓ 319	"				10/1984	3/1985	
✓ 320	"				9/1984	2/1985	
✓ 321	"				10/1984	11/1985	
✓ 322	"				10/1984	6/1985	
✓ 323	"				12/1984	4/1985	
✓ 324	"				1/1985	2/1985	
✓ 325	"				1/1985	2/1985	
✓ 326	"				1/1985	3/1985	
✓ 327	"				3/1985	5/1985	
✓ 328	"				1/1985	4/1985	
✓ 329	"				3/1985	11/1985	
✓ 330	"				4/1985	5/1985	
✓ 331	"				6/1985	8/1985	
✓ 332	"				7/1985	11/1985	
✓ 333	"			1996	11/1985	2/1986	
✓ 334	"				2/1986	7/1986	
✓ 335	"				6/1986	12/1986	
✓ 336	"			1997	9/1986	2/1987	
✓ 337	"				9/1986	4/1987	
✓ 338	"				5/1987	7/1987	
✓ 339	"				8/1987	10/1987	

Records received by \_\_\_\_\_ Date \_\_\_\_\_ Shipment No. \_\_\_\_\_

CITY OF LOS ANGELES  
**RECORDS TRANSFER LIST**

Date 07-22-93

Records

C POLICE DEPARTMENT /CENTRAL BUREAU NORTHEAST RECORDS  
 (Department/Bureau) (Division) (Unit)

NORTHEAST AREA

Address 3353 SAN FERNANDO RD., Location of Records  
 Compiled by ROBERT HOFFMAN Phone 485-2568

Records Retention

Original Records

Oversize Records

Historical Records

Schedule No. PD-0011

Vital Records

Confidential Records

DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE ( SAME AS ON SCHEDULE ) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVE BOX NO.
					FROM	TO	
✓ 340	206	PERSONAL SERVICE CITATION (BOOKS)	LAPD 4.50	1997	9/1987	11/1987	
✓ 341	11			1998	12/1987	2/1988	
✓ 342	11			↓	2/1988	5/1988	
✓ 343	11			1999	4/1988	10/1989	
✓ 344	11				9/1988	1/1989	
✓ 345	11				11/1988	3/1989	
✓ 346	11				2/1989	7/1989	
✓ 347	11			↓	9/1989	12/1989	
✓ 348	11			2000	11/1989	3/1990	
✓ 349	11				5/1990	8/1990	
✓ 350	11			↓	9/1990	12/1990	
✓ 351	11			2001	12/1990	3/1991	
✓ 352	13	1990 AREA CORRESPONDENCE AND SUBJECT FILES BOX 1		2000	1/1990	12/1990	
✓ 353	11				1/1990	12/1990	
✓ 354	11				1/1990	12/1990	
✓ 355	11			↓	1/1990	12/1990	
✓ 356	11	1987 AREA CORRESPONDENCE AND SUBJECT FILES BOX 1		1997	1/1987	12/1987	
✓ 357	11				1/1987	12/1987	
✓ 358	11				1/1987	12/1987	
✓ 359	11				1/1987	12/1987	
✓ 360	11			↓	1/1987	12/1987	
✓ 361	11	1988 AREA CORRESPONDENCE AND SUBJECT FILES BOX 1		1998	1/1988	12/1988	

Records Received by \_\_\_\_\_ Date \_\_\_\_\_ Shipment No. \_\_\_\_\_



CITY OF LOS ANGELES  
**RECORDS TRANSFER LIST**

Date 07-22-93

Records of POLICE DEPARTMENT / CENTRAL BUREAU NORTHEAST RECORDS  
 (Department/Bureau) (Division) (Unit)  
NORTHEAST AREA  
 Address 3353 SAN FERNANDO RD Location of Records  
 Compiled by ROBERT HOFFMAN Phone 485-2568

Records Retention  Original Records  Oversize Records  Historical Records  
 Schedule No. PD-0011  Vital Records  Confidential Records

DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE ( SAME AS ON SCHEDULE ) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
✓ 362	13	1988 AREA CORRESPONDENCE AND SUBJECT FILES BOX 2		1998	1/1988	12/1988	
✓ 363	"	BOX 3			1/1988	12/1988	
✓ 364	"	BOX 4			1/1988	12/1988	
✓ 365	"	BOX 5			1/1988	12/1988	
✓ 366	"	1989 AREA CORRESPONDENCE AND SUBJECT FILES BOX 1		1999	1/1989	12/1989	
✓ 367	"	BOX 2			1/1989	12/1989	
✓ 368	"	BOX 3			1/1989	12/1989	
✓ 369	"	BOX 4			1/1989	12/1989	
✓ 370	"	1984 AREA CORRESPONDENCE AND SUBJECT FILES BOX 1		1994	1/1984	12/1984	
✓ 371	"	BOX 2			1/1984	12/1984	
✓ 372	"	1985 AREA CORRESPONDENCE AND SUBJECT FILES BOX 1		1995	1/1985	12/1985	
✓ 373	"	BOX 2			1/1985	12/1985	
✓ 374	"	BOX 3			1/1985	12/1985	
✓ 375	"	1986 AREA CORRESPONDENCE AND SUBJECT FILES BOX 1		1996	1/1986	12/1986	
✓ 376	"	BOX 2			1/1986	12/1986	
✓ 377	"	BOX 3			1/1986	12/1986	
✓ 378	"	1988 PATROL CORRESPONDENCE AND SUBJECT FILES BOX 1		1998	1/1988	12/1988	
✓ 379	"				1/1988	12/1988	
✓ 380	"	1988-1989 PATROL ADJUTANT CORRESPONDENCE AND SUBJECT FILES		1999	1/1988	12/1989	
✓ 381	"	1989 PATROL CORRESPONDENCE AND SUBJECT FILES			1/1989	12/19889	
✓ 382	"	1990 PATROL CORRESPONDENCE AND SUBJECT FILES		2000	1/1990	12/1990	
✓ 383	"	1983-1984 DETECTIVE CORRESPONDENCE AND SUBJECT FILES		1994	1/1984	12/1984	

Records received by \_\_\_\_\_ Date \_\_\_\_\_ Shipment No. \_\_\_\_\_

CITY OF LOS ANGELES  
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 (Department/Bureau) (Division) (Unit)  
NORTHEAST AREA  
 Address 3353 SAN FERNANDO RD., Compiled by ROBERT HOFFMAN Phone 485-2568  
 Location of Records

Records Retention Schedule No. PD-0011  
 Original Records  Oversize Records  Historical Records  
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DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE ( SAME AS ON SCHEDULE ) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
✓ 384	13	1985 DETECTIVE CORRESPONDENCE AND SUBJECT FILES		1995	1/1985	12/1985	
✓ 385	"	1986 DETECTIVE CORRESPONDENCE AND SUBJECT FILES		1996	1/1986	12/1986	
✓ 386	75	1984 SERGEANTS DAILY REPORT	LAPD 15.48.0	1994	1/1984	12/1984	
✓ 387	"	1986 SERGEANTS DAILY REPORT		1996	1/1986	12/1986	
✓ 388	"	1987 SERGEANTS DAILY REPORT		1997	1/1987	12/1987	
✓ 389	"	1988 SERGEANTS DAILY REPORT		1998	1/1988	12/1988	
✓ 390	"	1989 SERGEANTS DAILY REPORT		1999	1/1989	12/1989	
✓ 391	"	1990 SERGEANTS DAILY REPORT		2000	1/1990	12/1990	
✓ 392	18	1990 DAILY FIELD ACTIVITIES REPORT DP 1-2	LAPD 15.52.0		12-31-89	2-24-90	
✓ 393	"				2-25-90	4-21-90	
✓ 394	"				4-22-90	6-16-90	
✓ 395	"				6-17-90	8-11-90	
✓ 396	"				8-12-90	10-6-90	
✓ 397	"				10-7-90	12-1-90	
✓ 398	"				12-2-90	12-29-90	
✓ 399	"	1988-1989 CRASH DAILY FIELD ACTIVITIES REPORT		1999	1-3-88	12-30-89	
✓ 400	"	1990 CRASH DAILY FIELD ACTIVITIES REPORT		2000	12-31-89	1-29-90	
✓ 401	268	1984 WATCH COMMANDERS DAILY REPORT	LAPD 126	1994	1/1984	5-31-84	
✓ 402	"				6-1-84	9-30-84	
✓ 403	"				10-1-84	12-31-84	
✓ 404	"	1985 WATCH COMMANDERS DAILY REPORT		1995	1-1-85	5-31-85	
✓ 405	"				6-1-85	10-31-85	

Records received by \_\_\_\_\_ Date \_\_\_\_\_ Shipment No. \_\_\_\_\_

CITY OF LOS ANGELES  
**RECORDS TRANSFER LIST**

Date 7-22-93

Records of POLICE DEPARTMENT / CENTRAL BUREAU NORTHEAST RECORDS  
 (Department/Bureau) (Division) (Unit)  
NORTHEAST AREA  
 Address 3353 SAN FERNANDO RD Compiled by ROBERT HOFFMAN Phone 485-2568  
 Location of Records

Records Retention Schedule No. PD-0011  Original Records  Oversize Records  Historical Records  
 Vital Records  Confidential Records

DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE ( SAME AS ON SCHEDULE ) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
✓ 406	268	1985 WATCH COMMANDERS DAILY REPORT	LAPD 126	1995	11-1-85	12-31-85	
✓ 407	"	1986 WATCH COMMANDERS DAILY REPORT		1996	1-1-86	2-28-86	
✓ 408	"				3-1-86	6-30-86	
✓ 409	"				7-1-86	12-31-86	
✓ 410	"	1987 WATCH COMMANDERS DAILY REPORT		1997	1-1-87	5-31-87	
✓ 411	"				6-1-87	9-30-87	
✓ 412	"	1987/88 WATCH COMMANDERS DAILY REPORT		1998	10-1-87	2-28-88	
✓ 413	"	1988 WATCH COMMANDERS DAILY REPORT			3-1-88	6-30-88	
✓ 414	"				7-1-88	11-30-88	
✓ 415	"	1989 WATCH COMMANDERS DAILY REPORT		1999	1-1-89	6-30-89	
✓ 416	"				7-1-89	12-31-89	
✓ 417	"	1990 WATCH COMMANDERS DAILY REPORT		2000	1-1-90	5-31-90	
✓ 418	"				6-1-90	10-15-90	
✓ 419	"				10-16-90	12-31-90	
✓ 420	99	AUTO WORK CONTROL FOLDERS		1994	8/1983	2/1984	
/ 421	"				1/1984	4/1984	
✓ 422	"				1/1984	5/1984	
/ 423	"				3/1984	8/1984	
/ 424	"				6/1984	8/1984	
/ 425	"				6/1984	12/1984	
/ 427	79	1986 SUBPOENA FILES		1996	1/1986	12/1986	

Records Received by \_\_\_\_\_ Date \_\_\_\_\_ Shipment No. \_\_\_\_\_



CITY OF LOS ANGELES  
**RECORDS TRANSFER LIST**

Date 2-15-95

Records of POLICE/DEPARTMENT / CENTRAL BUREAU NORTHEAST RECORDS  
 (Department/Bureau) (Division) (Unit)  
NORTHEAST AREA  
 Address 3353 SAN FERNANDO RD., Compiled by ROBERT HOFFMAN Phone 485-2568  
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DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE ( SAME AS ON SCHEDULE ) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHI BOX NO.
					FROM	TO	
	37	DET. CASE ENVELOPE /ARRESTEES PKGS/ADULTS					
431				1999	1989	1989	
432							
433	C						
434							
435							
436							
437							
438							
439							
440							
441							
442							
443							
444							
445				2000	1990	1990	
446							
447							
448							
449							
450		HERBERT P. KETCHUM M					

Records Received by \_\_\_\_\_ Date \_\_\_\_\_ Shipment No. \_\_\_\_\_

CITY OF LOS ANGELES  
**RECORDS TRANSFER LIST**

Date 2-15-95

Records POLICE/DEPARTMENT / CENTRAL BUREAU NORTHEAST RECORDS  
(Department/Bureau) (Division) (Unit)  
NORTHEAST AREA  
 Address 3353 SAN FERNANDO RD., Compiled by ROBERT HOFFMAN Phone 485-2568  
Location of Records

Records Retention Schedule No. PD-0011  Original Records  Oversize Records  Historical Records  
 Vital Records  Confidential Records

DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE ( SAME AS ON SCHEDULE ) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIV BOX NO.
					FROM	TO	
	37	DET. CASE ENVELOPE/ARRESTEES PKGS/ADULTS		2000	1990	1990	
451							
452							
453							
454							
455							
456							
457							
458				2001	1991	1991	
459							
460							
461							
462							
463							
464							
465							
466							
468							
469							
470							

Records Received by \_\_\_\_\_ Date \_\_\_\_\_ Shipment No. \_\_\_\_\_

CITY OF LOS ANGELES  
**RECORDS TRANSFER LIST**

Date 2-15-95

Records

POLICE/DEPARTMENT / CENTRAL BUREAU NORTHEAST

RECORDS

(Department/Bureau)

(Division)

(Unit)

NORTHEAST AREA

Address 3353 SAN FERNANDO RD.,

Compiled by ROBERT HOFFMAN

Phone 485-2568

Location of Records

Records Retention

Schedule No. PD-0011

Original Records

Oversize Records

Historical Records

Vital Records

Confidential Records

DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE ( SAME AS ON SCHEDULE ) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIV BOX NO.
					FROM	TO	
	37	DET. CASE ENVELOPE/ARRESTEES PKGS/ADULTS		2001	1991	1991	
471							
472							
473				2002	1992	1992	
474							
475							
476							
477							
478							
479							
480							
481							
482							
483							
484							
485							
	170	JUVENILE ARREST PKGS/DET. ENV. DOB 1972 (JAN-JUNE)		2000	1972	1972	
486							
487							
488							

Records Received by \_\_\_\_\_

Date \_\_\_\_\_

Shipment No. \_\_\_\_\_

CITY OF LOS ANGELES  
**RECORDS TRANSFER LIST**

Date 2-15-95

Records

POLICE/DEPARTMENT / CENTRAL BUREAU NORTHEAST

RECORDS

(Department/Bureau)

(Division)

(Unit)

NORTHEAST AREA

Compiled by ROBERT HOFFMAN

Phone 485-2568

Address 3353 SAN FERNANDO RD.,

Location of Records

Records Retention

Original Records

Oversize Records

Historical Records

Schedule No. PD-0011

Vital Records

Confidential Records

DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE ( SAME AS ON SCHEDULE ) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVE BOX NO.
					FROM	TO	
	99	AUTO DR FILES					
679		92-11-05700-92-11-09500					
680		92-11-09600-92-11-14200					
681		92-11-14300-92-11-18200					
682		92-11-18300-92-11-21900					
683		92-11-22000-92-11-26500					
684		92-11-26600-92-11-30600					
685		92-11-30700-92-11-34200					
686		92-11-34300-92-11-38300					
687		92-01-00001-92-18-00009					
		BURGLARY WORKBOOKS 1984					
688		" "					
689		" "					
690		" "					
691		" "					
692		" "					
693		" "					
694		" "					
695		" "					
696		" "					
697		" "					

Records Received by \_\_\_\_\_

Date \_\_\_\_\_

Shipment No. \_\_\_\_\_





CITY OF LOS ANGELES  
**RECORDS TRANSFER LIST**

*DWP*

Date March 12, 1999

**Records**

**POLICE/DEPARTMENT / CENTRAL BUREAU NORTHEAST**

**RECORDS**

(Department/Bureau)

(Division)

(Unit)

**NORTHEAST AREA**

Compiled

by **ROBERT HOFFMAN**

Phone **485-2568**

Address **3353 SAN FERNANDO RD.,**

Location of Records

**Records Retention**

**Original Records**

**Oversize Records**

**Historical Records**

Schedule No. PD-0011

**Vital Records**

**Confidential Records**

DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE ( SAME AS ON SCHEDULE ) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVE BOX NO.
					FROM	TO	
	210	PROBATIONERS BOOKS					
800				1993	1988	1988	
801				1993	1988	1988	
802				1994	1989	1989	
803				1994	1989	1989	
804				1994	1989	1989	
805				1995	1990	1990	
806				1995	1990	1990	
807				1996	1991	1991	
808				1996	1991	1991	
809				1996	1991	1991	
810				1997	1992	1992	
811				1998	1993	1993	
812				1999	1994	1994	
813				2000	1995	1995	
814				2000	1995	1995	
	99	AUTO WORKBOOKS					
815				2000	1995	1995	
816				"	1995	1995	
817				"	1995	1995	
818				"	1995	1995	
819				"	1995	1995	

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NORTHEAST AREA

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Phone 485-2568

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					FROM	TO	
820	99	AUTO WORKBOOKS		1999	1994	1994	
821				"	1994	1994	
822				"	1994	1994	
823				"	1994	1994	
824				"	1994	1994	
825				"	1994	1994	
826	99	AUTO WORKBOOKS		1998	1993	1993	
827				"	1993	1993	
828				"	1993	1993	
829				"	1993	1993	
830				"	1993	1993	
831				"	1993	1993	
	196	AUTO IMPOUND FOLDER					
832				1999	1993	1993	
833				"	1993	1993	
834				"	1993	1993	
835				"	1993	1993	
836				"	1993	1993	
837				"	1993	1993	
838				"	1993	1993	
839				"	1993	1993	
840				"	1993	1993	

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					FROM	TO	
841	<b>196</b>	AUTO IMPOUND FOLDER		2000	1994	1994	
842				"	1994	1994	
843				"	1994	1994	
844				"	1994	1994	
845				"	1994	1994	
846				"	1994	1994	
847				"	1994	1994	
848				"	1994	1994	
850				"	1994	1994	
851	<b>196</b>	AUTO IMPOUND FOLDER		2001	1995	1995	
852				"	1995	1995	
853				"	1995	1995	
854				"	1995	1995	
855				"	1995	1995	
856				"	1995	1995	
857				"	1995	1995	
858				"	1995	1995	
859				"	1995	1995	
860				"	1995	1995	
	<b>13</b>	AREA SUBJ/ CORRESPOND FILES					
881				2002	1991	1991	

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					FROM	TO	
862	13			2002	1991	1991	
863				"	1991	1991	
864				"	1991	1991	
865		*SEE BOX 873 FOR MORE 1991		"	1991	1991	
866		*SEE BOX 873 FOR MORE 1991		2003	1992	1992	
867				"	1992	1992	
868				"	1992	1992	
869				"	1992	1992	
870				"	1992	1992	
871				2004	1993	1993	
872				"	1993	1993	
873				2002	1991	1991	
874		ALSO SEE BOX 887 FOR 1993		2004	1993	1993	
875				"	1993	1993	
876				"	1993	1993	
877				2005	1994	1994	
878				"	1994	1994	
879				"	1994	1994	
880				"	1994	1994	
881				"	1994	1994	
	13	AREA SUBJ/CORRESPOND FILES					
882				2006	1995	1995	

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					FROM	TO	
883	13			2006	1995	1995	
884				"	1995	1995	
885				"	1995	1995	
886				"	1995	1995	
887				"	1995	1995	
888	13	AREA SUBJ & CORRESPONDENCE		2004	1993	1993	
889				2001	1990	1990	
890				"	1990	1990	
891	13	PATROL SUBJ & CORRESPONDENCE		2002	1991	1991	
892				2003	1992	1992	
893		ALSO SEE BOX 895		2004	1993	1993	
894		ALSO SEE BOX 896		2005	1994	1994	
895				2004	1993	1993	
896				2005	1994	1994	
897				2006	1995	1995	
898				"	1995	1995	
	13	DETECTIVE SUBJ/CORRESPONDENCE					
899				2002	1991	1991	
900				"	1991	1991	
901				"	1991	1991	
902				2003	1992	1992	
903				"	1992	1992	

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					FROM	TO	
904	13			2003	1992	1992	
905				2004	1993	1993	
906				"	1993	1993	
907				2005	1994	1994	
908				"	1994	1994	
909				2006	1995	1995	
910				"	1995	1995	
911	13	AREA STATION FUND FILES		2003	1992	1995	
	37	DET CASE ENVELOPE/ARREST PKG/ADULT	15.15	1998			
912				"	1993	1993	
913				"	1993	1993	
914				"	1993	1993	
915				"	1993	1993	
916				"	1993	1993	
917				"	1993	1993	
918				"	1993	1993	
919				"	1993	1993	
920				"	1993	1993	
921				"	1993	1993	
922				"	1993	1993	

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					FROM	TO	
923	37			1998	1993	1993	
924				"	1993	1993	
925				1999	1994	1994	
926				"	1994	1994	
927				"	1994	1994	
928				"	1994	1994	
929				"	1994	1994	
930				"	1994	1994	
931				"	1994	1994	
932				"	1994	1994	
933				"	1994	1994	
934				"	1994	1994	
935				"	1994	1994	
936				"	1994	1994	
937				"	1994	1994	
938				2000	1995	1995	
939				"	1995	1995	
940				"	1995	1995	
941				"	1995	1995	
12				"	1995	1995	
943				"	1995	1995	

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					FROM	TO	
	37	DET CASE ENVELOPE/ARREST PKG/ADULT	15.15				
944				2000	1995	1995	
945				"	1995	1995	
946				"	1995	1995	
947				"	1995	1995	
948				"	1995	1995	
949				"	1995	1995	
	281	PERSONNEL COMPLAINT ENVELOPE	181.11				
950			2005	1995	1995		
951			2002	1992	1992		
952			2003	1993	1993		
953			2004	1994	1994		
954			2006	1996	1996		

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					FROM	TO	
	18	DAILY FIELD ACTIVITIES REPORTS	15.52				
955		(PATROL - ALL WATCHES)		1998	12-27-92	02-20-93	
956				1998	02-21-93	04-27-93	
957				1998	04-18-93	06-12-93	
958				1998	06-13-93	08-07-93	
959				1998	08-08-93	11-02-93	
960				1998	10-03-93	11-27-93	
961		(INCLUDES 1993 J & Z CAR)		1998	11-28-93	12-25-93	
962		(INCLUDES 1994 J CAR)		1999	12-26-93	03-19-94	
963				1999	03-20-94	06-11-94	
964				1999	06-12-94	09-03-94	
965		(INCLUDES J CAR)		1999	09-04-94	11-26-94	
966				2000	11-27-94	02-18-95	
967				2000	02-19-95	05-13-95	
968				2000	05-14-95	08-05-95	
969				2000	08-06-95	10-28-95	
970				2000	10-29-95	12-23-95	
971				2001	12-24-95	02-17-96	
972				2001	02-18-96	05-11-96	
973				2001	05-12-96	08-03-96	
974				2001	08-04-96	09-28-96	
975				2001	09-29-96	12-21-96	

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					FROM	TO	
	18	DAILY FIELD ACTIVITIES REPORT	15.52	1997	12-30-90	12-26-92	
976		CRASH LOGS		1997	12-30-92	12-26-92	
977				2000	12-27-92	03-18-95	
978				2001	03-19-95	12-22-96	
	20	DAILY WORK SHEETS	15.26				
979				1998	12/92	10/93	
980				1998	10/93	12/93	
981				1999	12-93	10-94	
982				2001	03/96	09/96	
983				2002	09/96	04/97	
	268	WATCH CDR DAILY REPORT	15.80				
984				1998	01/93	05/93	
985				1998	05/93	09/93	
986				1998	09/93	12/93	
987				1999	01/94	05/94	
988				1999	05/94	09/94	
989				1999	10-94	12/94	
	75	SERGEANT'S DAILY	15.48				
990	A - R			1998	1993	1993	
991	S - Z			1998	1993	1993	
992	A - R			1999	1994	1994	
993	S - Z			1999	1994	1994	

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					FROM	TO	
	170	JUV. ARREST PKG. DET. ENVELOPE DOB 1972 (JULY-DEC)		2000	1972	1972	
489							
490							
491							
		JUV. ARREST PKGS. DET. ENVELOPE DOB 1973 (JAN-JUNE)		2001	1973	1973	
492							
493							
494							
		JUV. ARREST PKGS. DET. ENVELOPE DOB 1973 (JULY-DEC)		2001	1973	1973	
495							
496							
497							
		JUV. ARREST PKGS. DET. ENVELOPE DOB 1974 (JAN-JUNE)		2002	1974	1974	
498							
499							
500							
501							

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					FROM	TO	
	170	JUV. ARREST PKGS. DET. ENVELOPE DOB 1974 (JULY-DEC)					
502							
503							
504							
505							
		<del>MURDER BOOKS CLEARED</del>		2011	1979	1979	
506	48	<del>79430829 I</del>					
		<del>79566707</del>					
		<del>79455671</del>					
		<del>79457290</del>					
		<del>79473231</del>					
		<del>79473233</del>					
		<del>79488859</del>					
		<del>79488865</del>					
		<del>79027955</del>					
		<del>7956611</del>					
		<del>7953498</del>					
		<del>79543</del>					
507	81438			2013	1981	1981	
	81451136						
	81607881						

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					FROM	TO	
512	197	OIS: OFFICER INVOLVED SHOOTINGS		2015	1982	1985	
		82-087831					
		82-553247					
		82-800888					
		83-006708					
		83-604518					
		83-1104210					
		84-1112537					
		84-1124732					
		84-1126422					
		85-1107568					
		85-1114312					
		85-1114465					
		85-1121927					
<del>513</del>		<del>1985 HOMICIDES BOOKS CLEARED</del>		<del>2017</del>	<del>1985</del>	<del>1985</del>	
		<del>851102478</del>					
		<del>851107443</del>					
		<del>851110180</del>					
		<del>851115511</del>					
		<del>851120816</del>					
		<del>851124066</del>					

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					FROM	TO	
528		HOMICIDE BOOKS CLEARED 1990		2022	1990	1990	
		90-11-37473					
		90-11-37891					
		90-11-38701					
		90-11-39300					
		90-11-40					
		90-11-412					
***		BOXES 529, 530, 531, 532, 533					
		REMOVED BY NE HOMICIDE DETS NUMBERS					
		NOT TO BE REUSED.					
		DFARS	15.52	1996	1985	1986	
534	18	DFARS MAY 1-JULY 31, 1985 MAY 28 - OCT 1986 NOV 10 - JAN 4, 1986					
		J-CAR DFARS SEPT 17, 1984 - DEC 21, 1985 JAN 2 - APRIL 31, 1985 AUG 1 - NOV 9, 1985 JAN 1 - MAY 23, 1986					
535		DFARS 1991-DP 1 & 2	15.52	2001	1991	1991	
536		DFARS 1991 DP 3					
537		DFARS 1991 DP 4 & 5					
538		DFARS 1991 DP 6 & 7					
539		DFARS 1991 DP 8 & 9					
540		DFARS 1991 DP 10 & 11					

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					FROM	TO	
541	18	DFARS 1991 DP 12 & 13	1552	2001	1991	1991	
542		DFARS 1992 DP 1 & 3	1552	2002	1992	1992	
543		DFARS 1992 DP 4 - 7					
544		DFARS 1992 DP 7 - 9					
545		DFARS 1992 DP 10-11					
546		DFARS CRASH DEC 31, 1990 - APR 18, 1992	1552	2002	1990	1992	
	75	SGT'S DAILY REPORT					
<del>547</del>		<del>SGT'S LOG A-M 1991</del>		<del>2001</del>	<del>1991</del>	<del>1991</del>	
<del>548</del>		<del>SGT'S LOG O-Z 1991</del>					
<del>549</del>		<del>SGT'S LOG A-O 1992</del>		<del>2002</del>	<del>1992</del>	<del>1992</del>	
<del>550</del>		<del>SGT'S LOG P-Z 1992</del>					
	268	WATCH COMMANDERS DAILY REPORT					
551		JAN THUR APR 1991		2001	1991	1991	
552		MAY THRU AUG 1991					
553		SEPT THRU DEC 1991					
554		JAN THRU APRIL 1992		2002	1992	1992	
555		MAY THRU AUG 1992					
556		SEPT THRU DEC 1992					
	20	DAILY WORK SHEETS					
557		TIMEKEEP/ANALYTICAL MISC 1988		1998	1988	1988	

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Records POLICE/DEPARTMENT / CENTRAL BUREAU NORTHEAST RECORDS  
 (Department/Bureau) (Division) (Unit)  
NORTHEAST AREA  
 Address 3353 SAN FERNANDO RD., Location of Records  
 Compiled by ROBERT HOFFMAN Phone 485-2568

Records Retention Schedule No. PD-0011  Original Records  Oversize Records  Historical Records  
 Vital Records  Confidential Records

DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE ( SAME AS ON SCHEDULE ) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVE BOX NO.
					FROM	TO	
558		DAILY WORK SHEETS 1990, TIMESHEETS 1989		2000	1989	1990	
559		DAILY WORK SHEETS 1-89 - 10-89		1999	1989	1989	
560		TIME SHEETS 1-89 - 12-89					
561		DAILY WORK SHEETS 1990		2000	1990	1990	
562		DAILY WORK SHEETS 12-30-90/7-13-91		2001	1990	1991	
563		DAILY WORK SHEETS 7-14-91/12-28-91		2001	1991	1991	
564		DAILY WORK SHEETS 12-29-91/9-5-92		2002	1991	1992	
565		DAILY WORK SHEETS 11-5-89/1-27-90 9-6-92/12-31-92		2002	1989	1992	
***		BOXES 566, 567 REMOVED FROM TRANSFER					
		DUPLICATE RECORDS NUMBERS NOT TO BE REUSED.					
	<sup>26</sup> 20	DETENTION TANK LOGS		2001	1986	1991	
568		1986, 1988, 1991					
	99	WORK CONTROL FOLDERS (AUTO)					
569		AUTO 1		1995	1985	1985	
570		AUTO 2					
571		AUTO 3					
572		AUTO CONTROL LOGS JULY-SEPT					
3		AUTO CONTROL LOGS NOV-DEC					
574		MISC 1985 AUTO FILES		1996	1985	1986	

Records Received by \_\_\_\_\_ Date \_\_\_\_\_ Shipment No. \_\_\_\_\_

CITY OF LOS ANGELES  
**RECORDS TRANSFER LIST**

Date 2-15-95

Records POLICE/DEPARTMENT / CENTRAL BUREAU NORTHEAST RECORDS  
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					FROM	TO	
	99	1986 AUTO MASTERS (CONTROL LOGS)					
575		JAN-FEB CONTROL LOGS		1996	1986	1986	
576		MARCH-APRIL CONTROL LOGS					
577		MAY-JUNE CONTROL LOGS					
578		JULY-SEPT CONTROL LOGS					
579		DECEMBER CONTROL LOGS					
580		AUTO -1- WORK BOOKS (JAN-MAY)					
581		AUTO -1- WORK BOOKS (JUNE-DEC)					
582		AUTO -2- WORK BOOKS (JAN-MAY)					
583		AUTO -2- WORK BOOKS (JUNE-DEC)					
584		AUTO -3- WORK BOOKS (JAN-JUNE)					
585		AUTO -3- WORK BOOKS (JULY-DEC)					
586		AUTO -4- WORK BOOKS (MAY-AUG)					
587		AUTO -4- WORK BOOKS (SEPT-DEC)					
	99	WORK CONTROL FOLDERS (AUTOS)					
588		1987 MASTER LOGS (JAN-FEB)		1997	1987	1987	
589		1987 MASTER LOGS (MAR-APR)					
590		1987 MASTER LOGS (MAY-JUNE)					
591		1987 MASTER LOGS (JULY-AUG)					
592		1987 MASTER LOGS (SEPT-OCT)					
593		1987 MASTER LOGS (NOV-DEC)					

Records Received by \_\_\_\_\_ Date \_\_\_\_\_ Shipment No. \_\_\_\_\_

Date 2-15-95

Records of POLICE/DEPARTMENT / CENTRAL BUREAU NORTHEAST RECORDS  
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					FROM	TO	
594	99	AREA 1 WORKBOOK 1987 (JAN-MAY)					
595		AREA 1 WORKBOOK 1987 (JUN-DEC)					
596		AREA 2 WORKBOOK 1987 (JAN-JUN)					
597		AREA 2 WORKBOOK 1987 (JULY-DEC)					
598		AREA 3 WORKBOOK 1987 (JAN-JUNE)					
599		AREA 3 WORKBOOK 1987 (JULY-NOV)					
600		AREA 4 WORKBOOK 1987 (JULY-DEC)					
601		AREA 5 WORKBOOK 1987 (JAN-JUNE)					
		AREA 5 WORKBOOK 1987 (JULY-DEC)					
603		1988 AUTO WORKBOOKS		1998	1988	1988	
604		1988 AUTO WORKBOOKS					
605		1988 AUTO WORKBOOKS					
606		1988 AUTO WORKBOOKS					
607		1988 AUTO WORKBOOKS					
608		1988 AUTO WORKBOOKS					
609		1988 AUTO WORKBOOKS					
610		1988 AUTO WORKBOOKS					
611		1989 AUTO WORKBOOKS		1999	1989	1989	
612		1989 AUTO WORKBOOKS					
613		1989 AUTO WORKBOOKS					
614		1989 AUTO WORKBOOKS					
615		1989 AUTO WORKBOOKS					

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POLICE/DEPARTMENT / CENTRAL BUREAU NORTHEAST

RECORDS

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NORTHEAST AREA

Compiled  
by

ROBERT HOFFMAN

Phone 485-2568

Address 3353 SAN FERNANDO RD.,

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					FROM	TO	
616	99	1990 AUTO WORKBOOKS (JAN-FEB)		2000	1990	1990	
617		1990 AUTO WORKBOOKS (MAR)					
618		1990 AUTO WORKBOOKS (APR-MAY)					
619		1990 AUTO WORKBOOKS (MAY-JULY)					
620		1990 AUTO WORKBOOKS (JULY-AUG)					
621		1990 AUTO WORKBOOKS (AUG-SEPT)					
622		1990 AUTO WORKBOOKS (OCT-NOV)					
623		1990 AUTO WORKBOOKS (DEC)					
624		1991 AUTO WORKBOOKS (JAN)		2001	1991	1991	
625		1991 AUTO WORKBOOKS (FEB)					
626		1991 AUTO WORKBOOKS (MARCH)					
627		1991 AUTO WORKBOOKS (APRIL)					
628		1991 AUTO WORKBOOKS (MAY)					
629		1991 AUTO WORKBOOKS (JUNE)					
630		1991 AUTO WORKBOOKS (JULY-AUG)					
631		1991 AUTO WORKBOOKS (SEPT-OCT)					
632		1991 AUTO WORKBOOKS (NOV-DEC)					
633		1992 AUTO WORKBOOKS (JAN-FEB)		2002	1992	1992	
634		1992 AUTO WORKBOOKS (MAR-APR)					
635		1992 AUTO WORKBOOKS (MAY-JUNE)					
636		1992 AUTO WORKBOOKS (JULY-AUG)					
637		1992 AUTO WORKBOOKS (AUG-OCT)					

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					FROM	TO	
638	99	1992 AUTO WORKBOOKS (OCT, NOV, DEC)					
639		1987 AUTO WORKBOOKS (JAN-JUNE)		1997	1987	1987	
640		DFARS 1988 DP 11, 12, 13		1998	1988	1988	
		AUTO DR FILES					
641		89-11-00001-89-11-04300					
642		89-11-04400-89-11-07300					
643		89-11-07400-89-11-10100					
		89-11-10200-89-11-13100					
645		89-11-13200-89-11-16200					
646		89-11-16300-89-11-19700					
647		89-11-19800-89-11-22500					
648		89-11-22600-89-11-25700					
649		89-11-25800-89-11-29100					
650		89-11-29200-89-11-32800					
651		89-11-32900-89-11-34200					
652		89-11-34300-89-11-34900					
653		89-11-35000-89-11-37400					
654		90-11-00001-90-11-06700					
655		90-11-06800-90-11-10700					
656		90-11-10800-90-11-14500					
657		90-11-14600-90-11-18300					

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					FROM	TO	
		AUTO DR FILES					
658		90-11-18400-90-11-22100					
659		90-11-22200-90-11-26100					
660		90-11-26200-90-11-30400					
661		90-11-30500-90-11-34400					
662		90-11-34500-90-11-38600					
663		90-11-38700-90-02- 00000					
664		90-02-00001-90-09-00000					
665		91-11-00000-91-11-06000					
666		91-11-06100-91-11-09300					
667		91-11-09400-91-11-12400					
668		91-11-12500-91-11-15300					
669		91-11-15400-91-11-19300					
670		91-11-19400-91-11-22900					
671		91-11-23000-91-11-27400					
672		91-11-27500-91-11-32200					
673		91-11-32300-91-11-36300					
674		91-11-36400-91-11-39900					
675		91-11-40000-91-11-42700					
676		91-01-00000-91-08-00000					
677		91-09-00000-91-18-00000					
678		92-11-00000-92-11-05600					

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