

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

Date: 7/9/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: EMPLOYEE RELATIONS GROUP

SCHD ITEM NO.	Record Series Title	From	To	/PDX/39/	
				TOTAL RETENTION PERIOD	Total Boxes
O002.	CORRESPONDENCE AND SUBJECT FILES	1/1/1990	12/31/2001	AR+10	13
O004.	GRIEVANCES (DEAD)	1/1/1994	12/31/1999	TO+10	20

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 42

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION 29
13

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):

[Handwritten Signature]

BY (DEPT HEAD):

DATE:

8/19/20

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/9/2020

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 2

RECORDS OF: EMPLOYEE RELATIONS GROUP

/PDX/39/

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
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES (JOB APPLICANTS)	AR+10	1/1/1991	12/31/1999	000000014 CRC	620595	1	
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES (JOB APPLICANTS)	AR+10	1/1/1990	12/31/1996	000000015 CRC	620596	2	
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES (MISC. SUBJECTS)	AR+10	1/1/1994	12/31/1994	000000018 CRC	620599	3	
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10	1/1/1998	12/31/1998	000000035 CRC	620616	4	
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10	1/1/1998	12/31/1998	000000036 CRC	620617	5	
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10	1/1/1998	12/31/1998	000000037 CRC	620618	6	
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10	1/1/1997	12/31/1997	000000038 CRC	620619	7	
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10	1/1/1996	12/31/1996	000000042 CRC	620623	8	
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10	1/1/1996	12/31/1998	000000043 CRC	620624	9	
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10	1/1/1995	12/31/1996	000000044 CRC	620625	10	
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10	1/1/2000	12/31/2001	000000045 CRC	620626	11	
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10	1/1/2001	12/31/2001	000000046 CRC	620627	12	
0002. /PDX/39/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10	1/1/2001	12/31/2001	000000047 CRC	620628	13	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1999	12/31/1999	000000001 CRC	620582	14	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1999	12/31/1999	000000002 CRC	620583	15	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1999	12/31/1999	000000003 CRC	620584	16	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1999	12/31/1999	000000004 CRC	620585	17	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1998	12/31/1998	000000005 CRC	620586	18	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1998	12/31/1998	000000006 CRC	620587	19	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1998	12/31/1998	000000007 CRC	620588	20	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1998	12/31/1998	000000008 CRC	620589	21	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1998	12/31/1998	000000009 CRC	620590	22	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1998	12/31/1998	000000010 CRC	620591	23	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1995	12/31/1995	000000011 CRC	620592	24	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1995	12/31/1995	000000012 CRC	620593	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: 15

Reviewer Initials: DPH

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/9/2020

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 2

RECORDS OF: EMPLOYEE RELATIONS GROUP

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
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1995	12/31/1995	000000013 CRC	620594	26	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1994	12/31/1994	000000019 CRC	620600	27	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1994	12/31/1994	000000020 CRC	620601	28	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1994	12/31/1994	000000021 CRC	620602	29	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1994	12/31/1994	000000022 CRC	620603	30	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1994	12/31/1994	000000023 CRC	620604	31	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1996	12/31/1996	000000024 CRC	620605	32	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1996	12/31/1996	000000025 CRC	620606	33	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1996	12/31/1996	000000026 CRC	620607	34	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1996	12/31/1996	000000027 CRC	620608	35	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1999	12/31/1999	000000028 CRC	620609	36	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1997	12/31/1997	000000029 CRC	620610	37	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1997	12/31/1997	000000030 CRC	620611	38	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1997	12/31/1997	000000031 CRC	620612	39	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1997	12/31/1997	000000032 CRC	620613	40	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1997	12/31/1997	000000033 CRC	620614	41	
0004. /PDX/39/	GRIEVANCES (DEAD) GRIEVANCES (DEAD)	TO+10	1/1/1997	12/31/1997	000000034 CRC	620615	42	

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

42

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
RECORD TYPES: MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS
V=VITAL H=HISTORICAL C=CONFIDENTIAL 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:

Reviewer Initials: