

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

Date: 7/10/2020

**BOX SUMMARY BY RECORD SERIES:**

Summary Page 1 of 1

**RECORDS OF:** EMERGENCY SERVICES DIVISION

/PDX/88/

| SCHD<br>ITEM<br>NO. | Record Series Title                                   | From                 | To                    | TOTAL<br>RETENTION<br>PERIOD | Total<br>Boxes |
|---------------------|---|----------------------|-----------------------|------------------------------|----------------|
| <del>0016.</del>    | <del>OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)</del> | <del>1/18/1998</del> | <del>1/11/2003</del>  | <del>CL+4</del>              | <del>1</del>   |
| <del>0062.</del>    | <del>OVERTIME REPORTS (LAPD 2.24)</del>               | <del>1/1/2001</del>  | <del>12/31/2002</del> | <del>TO+5</del>              | <del>1</del>   |
| 0067.               | HAZARDOUS MATERIALS UNIT (HMU) CASE PACKAGES          | 3/9/1995             | 12/31/1999            | CL+20                        | 3              |

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

5

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

2

**TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION**

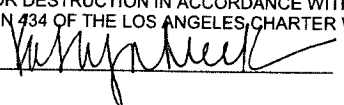
3

**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):



BY (DEPT HEAD):

DATE:

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

Date: 7/10/2020

**BOX LISTING BY RECORD SERIES:**

Box List Page 1 of 1

**RECORDS OF:** EMERGENCY SERVICES DIVISION

**/PDX/88/**

| SCHD<br>ITEM<br>NO.           | RECORD SERIES TITLE<br>DESCRIPTION OF BOX CONTENTS   | TOTAL<br>RETENTION<br>PERIOD | --INCLUSIVE DATES--<br>FROM TO |                       | MEDIA<br>CODE        | DEPT.<br>BOX<br>NO. | CRC<br>(BOX)<br>NO. | COUNT |
|-------------------------------|--|------------------------------|--------------------------------|-----------------------|----------------------|---------------------|---------------------|-------|
| <del>0016.<br/>/PDX/88/</del> | <del>OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)<br/>OFFICIAL DIVISIONAL TIME BOOK; SMALL TIME BOOK</del> | <del>CL+4</del>              | <del>1/18/1998</del>           | <del>1/11/2003</del>  | <del>000000001</del> | <del>658301</del>   | <del>1</del>        |       |
| <del>0052.<br/>/PDX/88/</del> | <del>OVERTIME REPORTS (LAPD 2.24)<br/>OVERTIME REPORTS; UNOFFICIAL OVERTIME LOGS</del>                   | <del>TO+5</del>              | <del>1/1/2001</del>            | <del>12/31/2002</del> | <del>000000002</del> | <del>658302</del>   | <del>2</del>        |       |
| 0067.<br>/PDX/88/             | HAZARDOUS MATERIALS UNIT (HMU) CASE PACKAG<br>(HMU) CASE PACKAGES (DR 951813936 TO 971041602)            | CL+20                        | 3/9/1995                       | 10/22/1997            | 000000005            | 658305              | 3                   |       |
| 0067.<br>/PDX/88/             | HAZARDOUS MATERIALS UNIT (HMU) CASE PACKAG<br>(HMU) CASE PACKAGES (DR 981105965 RO 980561051)            | CL+20                        | 1/7/1998                       | 10/30/1998            | 000000006            | 658306              | 4                   |       |
| 0067.<br>/PDX/88/             | HAZARDOUS MATERIALS UNIT (HMU) CASE PACKAG<br>(HMU) CASE PACKAGES (YRS 1999)                             | CL+20                        | 1/1/1999                       | 12/31/1999            | 000000007            | 658307              | 5                   |       |

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

5

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=MICORFILM PH=PHOTO NG=NEGATIVE OD=OVESIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS  
 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:** 3

**Reviewer Initials:** [Signature]