

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

RECORDS OF: DEPARTMENT OF PUBLIC WORKS
BUREAU OF ENGINEERING
~~948~~ Boxes
373

RECORDS
DATED FROM 1960 – 2007

As summarized and detailed in the attached report from the Bureau of Engineering.

AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

Gary Lee Moore, City Engineer

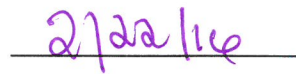
September 24, 2014

(signature located in attached report from Bureau of Engineering)

CITY CLERK AUTHORIZATION:



Holly L. Wolcott, City Clerk



Date

DATE OF

NOTIFICATION

February 29, 2016 (Records will be held for 60 days from this date)

DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING

Pages

Memo, Gary Lee Moore to Todd Gaydowski	1
Memo, Jose Fuentes to Robert Kadomatsu	1
Memo, Jim Treadaway to Maziar Malek	1
Bridge Improvement District (BID)	4
Seismic Bond Group (ENG/37)	
57 boxes of O001 Project Files - Grant Funded	
Memo, Jose Fuentes to Maziar Malek	1
Construction Management Division (CMD)	2
Construction Management Group(ENG/48)	
25 boxes of A001 Change Order Job Folder	
Memo, Kenneth Redd to Robert Kadomatsu	1
Memo, Michael Sarullo to Maziar Malek	1
Environmental Engineering Division (EED)	8
Environmental Engineering (ENG/45 - 155 boxes)	
58 boxes of O001 Correspondence & Subject Files	
97 boxes of O008 Project Files - Not Grant Funded	
Memo, Kenneth Redd to Robert Kadomatsu	1
Memo, Samara Ali-Ahmad to Maziar Malek	1
Waste Water Conveyance Engineering Division (ASRG) (WCED)	8
Assessment Division (ENG/43)	
131 boxes of O001 Assessment Books and Rolls - Acts of 1911, 1913 & 1941	
5 boxes of O002 Assessment Books and Rolls - Chapter 22 & Chapter 27	

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: September 24, 2014

To: Todd Gaydowski, Records Management Officer
Office of the City Clerk

From: Gary Lee Moore, City Engineer *Gary Lee Moore*
Bureau of Engineering

Subject: **RECORDS AUTHORIZED FOR DESTRUCTION**

Attached is a listing of boxed records currently stored at Piper Tech that have been authorized for destruction by the Bureau of Engineering after consultation with the Division Manager responsible for their use.

Bridge Improvement Division (BID):

Jim Treadaway, Division Manager for BID, has requested **57** boxes of records be destroyed. All records have been indicated by its CRC number.

Construction Management Division (CMD):

Jose Fuentes, Division Manager for CMD, has requested **25** boxes of records be destroyed. All records have been indicated by its CRC number.

Environmental Engineering Division (EED):

Michael Sarullo, Division Manager for EED, has requested **155** boxes of records be destroyed. All records have been indicated by its CRC number.

Wastewater Conveyance Engineering Division (WCE)

Samara Ali-Ahmad, Division Manager for WCE, has requested that **136** boxes of records be destroyed. All records have been indicated by its CRC number.

Attachments: Records for Destruction Summary
Request for Authority to Destroy Obsolete Records by Group/Division

CC: Robert Kadomatsu
File

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 27, 2014

To: Jose Fuentes, P.E., Acting Deputy City Engineer
Municipal Facilities Program

From: Robert Kadomatsu, Division Manager
Administration Division

Subject: **RECORDS AUTHORIZED FOR DESTRUCTION @ Piper Tech**

Below is a listing of the number of boxed records currently stored at Piper Tech that have been evaluated for destruction by the Bureau of Engineering after consultation with the Division Manager(s) responsible for their use:

Please review and sign off on this list before it is sent to the City Engineer for final approval.

Construction Management Division (CMD):

Per Jose Fuentes, Division Manager for CMD**25 boxes**
(0 boxes to be retained)

Bridge Improvement Division (BID):

Per Jim Treadaway, Division Manager for BID**57 boxes**
(0 boxes to be retained)

Approved:


Jose Fuentes, P.E.

Please refer to the attached signed Request for Authority to Destroy Obsolete Records for record box information details.

Attachments: Request for Authority to Destroy Obsolete Records by Group/Division

CC: Maziar Malek *M.M.*
File

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

BRIDGE IMPROVEMENT PROGRAM BUREAU OF ENGINEERING - CITY OF LOS ANGELES	
RECEIVED	
MAR 10 2014	
FILE: <u>PG-34</u>	
LOG: _____	<u>cc: ST</u>

Date: March 4, 2014

To: Jim Treadaway, P.E., S.E.,
Bridge Improvement Division Manager

ATTN: Office Records Administrators

From: Maziar Malek, Sr. Management Analyst I
Administrative Services Division *Maziar Malek*

Subject: RECORDS ELIGIBLE FOR DESTRUCTION - PIPER TECH

Attached for your review is a listing of your division records currently stored at Piper Tech that have been identified as eligible for destruction. Please go through the list carefully, verify and mark those records you do not wish destroyed. To indicate that you would want to keep the records, **please line out the item** on the list with a **blue pen**.

After the review has been completed, please sign the marked-up list and forward it to me; my address is 1149 S. Broadway, 7th Floor, Los Angeles, CA. 90015, M/S 311. We would appreciate receiving all documents back no later than Friday, April 11, 2014.

Your review results will be compiled for final evaluation and approval by Engineering Management, prior to submission to the City Clerk's Records Management Office.

Thank you for your prompt attention to this matter. If you have any questions or need additional information, please feel free to call me at (213) 485-5331 or send me an email.

Attachment: Request for Authority to Destroy Obsolete Records
Request to Destroy Obsolete Records Summary

CC: Robert Kadomatsu *[Signature]*
File

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 1/16/2013

PAGE: Page 1 of 3

RECORDS OF: SEISMIC BOND GROUP

/ENG/37/

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				
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Alameda Corridor - Henry Ford Ave	AU+10	1/1/1994	12/30/1997	DO	000008424	780024	1
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Program Management and Control System	AU+10	1/1/1997	11/17/1997	DO	000008427	780027	2
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Building Assessment Program:	AU+10	1/1/1994	12/31/1998	DO	000008429	780029	3
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Human Relations Training Curriculum	AU+10	1/1/1997	12/31/1997	DO	000008433	780033	4
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED BOE - Project Managers Workshop Books	AU+10	1/1/1998	12/31/1998	DO	000008434	780034	5
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED VANIR external correspondence	AU+10	1/1/2001	12/31/2002	DO	000008435	780035	6
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Bond Acceleration Program:	AU+10	1/1/1999	12/31/2002	DO	000008445	780045	7
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Bond Acceleration Program:	AU+10	1/1/1998	12/31/2000	DO	000008446	780046	8
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED City Hall Projects - Seismic Bond: Monthly Report	AU+10	1/1/1994	12/31/2002	DO	000008447	780047	9
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Seismic Bond Program (FMIS)	AU+10	1/1/2000	12/31/2002	DO	000008448	780048	10
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED EBO Compliance, City of L.A. Correspondences	AU+10	1/1/2000	12/31/2000	DO	000008449	780049	11
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Statement of Qualifications	AU+10	1/1/1998	12/31/1998	DO	000008450	780050	12
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Statement of Qualifications for Bridge Program	AU+10	1/1/1999	12/31/1999	DO	000008451	780051	13
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Library Bond - Construction Monthly Reports	AU+10	1/1/1989	12/31/1998	DO	000008452	780052	14
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Schedules: General Information	AU+10	1/1/1997	12/31/1998	DO	000008455	780055	15
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Alameda Street, Pictorial Guide, BAP	AU+10	1/1/1989	12/31/1996	DO	000008457	780057	16
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Bond Acceleration Program	AU+10	1/1/1998	12/31/2000	DO	000008460	780060	17
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Bond Acceleration Program	AU+10	1/1/1998	12/31/2000	DO	000008463	780063	18
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Las Alturas St.	AU+10	1/1/1997	12/31/1997	DO	000008471	780071	19
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Bond Acceleration Program: Correspondence:	AU+10	1/1/1998	12/31/1999	DO	000008495	780095	20
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Bond Acceleration Program:	AU+10	1/1/1996	12/31/2002	DO	000008499	780099	21
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Bond Acceleration Program	AU+10	1/1/1997	12/31/1998	DO	000008506	780106	22
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Bond Acceleration Program	AU+10	1/1/1999	12/31/1999	DO	000008507	780107	23
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED FEMA - Project Application Summary	AU+10	1/1/1994	12/31/1996	DO	000008508	780108	24
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Centenella Ave/ Ballona Creek	AU+10	1/1/2000	12/31/2000	DO	000008510	780110	25
						CRC		
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Alameda Street Underpass	AU+10	1/1/1991	12/31/1996	DO	000008516	780116	26
						CRC		

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DETROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 1/16/2013

PAGE: Page 2 of 3

RECORDS OF: SEISMIC BOND GROUP

/ENG/37/

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
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Books for Structural	AU+10	1/1/1988	12/31/1996	DO	000008519	780119	27
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED FEMA, HMGP & PA	AU+10	1/1/1996	12/31/1996	DO	000008525	780125	26
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED King/Drew Medical Magnet High School (1995)	AU+10	1/1/1994	12/31/1997	DO	000008528	780128	29
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Articles on Earthquake	AU+10	1/1/1989	12/31/1994	DO	000008530	780130	30
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED LAPD 911 Communication Centers	AU+10	1/1/1998	12/31/1998	DO	000008532	780132	31
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED LAPD Communications Dispatch Center	AU+10	1/1/1996	12/31/1998	DO	000008533	780133	32
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Books for Bridge	AU+10	1/1/1996	12/31/2000	DO	000008534	780134	33
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Los Feliz Blvd. - Administrative Miscellaneous	AU+10	1/1/2000	12/31/2002	DO	000008535	780135	34
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Centinela Avenue	AU+10	1/1/1999	12/31/2000	DO	000008536	780136	35
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Metropolitan Communication Dispatch Center	AU+10	1/1/1998	12/31/1999	DO	000008538	780138	36
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Communication Dispatch Centers - Correspondence	AU+10	1/1/1977	12/31/1998	DO	000008541	780141	37
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Alameda Mid-Corridor Design Build Project	AU+10	1/1/1997	12/31/2000	DO	000008542	780142	38
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Old Junipero Serra Branch Library	AU+10	1/1/1999	12/31/1999	DO	000008543	780143	39
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED DSR 37259 Fire Station #70	AU+10	1/1/1994	12/31/1999	DO	000008545	780145	40
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED FEMA HMGP: Non-Structural	AU+10	1/1/1994	12/31/2000	DO	000008546	780146	41
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED FEMA	AU+10	1/1/1994	12/31/2000	DO	000008547	780147	42
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED HMPG 3094 - 145 Structural Buildings - FEMA	AU+10	1/1/1994	12/31/2002	DO	000008548	780148	43
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Emergency Prep Committee	AU+10	1/1/1994	12/31/2002	DO	000008549	780149	44
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Payment Voucher	AU+10	1/1/1994	12/31/2002	DO	000008550	780150	45
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Contract Summary Sheet	AU+10	1/1/1995	12/31/1995	DO	000008551	780151	46
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Existing Wood Pole Design	AU+10	1/1/1987	12/31/1996	DO	000008552	780152	47
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Damage Survey Report	AU+10	1/1/1994	12/31/1997	DO	000008555	780155	48
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED DAS and Main DSR Compression	AU+10	1/1/1994	12/31/1995	DO	000008556	780156	49
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED Hazard Mitigation	AU+10	1/1/1994	12/31/2000	DO	000008557	780157	50
O001. /ENG/37/	PROJECT FILES - GRANT FUNDED MAARS - Vanir	AU+10	1/1/1996	12/31/1998	DO	000008560	780160	51
O001.	PROJECT FILES - GRANT FUNDED	AU+10	1/1/1995	12/31/2002	DO	000008562	52	

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 1/16/2013

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RECORDS OF: SEISMIC BOND GROUP

/ENG/37/

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				
/ENG/37/	FEMA HMGP: Structural 145 Blds - DR-1008-3094						780161	
O001.	PROJECT FILES - GRANT FUNDED	AU+10	1/1/2001	12/31/2002	DO	000008564	780164	53
/ENG/37/	Prop 40 Projects							
O001.	PROJECT FILES - GRANT FUNDED	AU+10	1/1/2002	12/31/2002	DO	000008565	780165	54
/ENG/37/	Bridge Art/Cultural Affairs							
O001.	PROJECT FILES - GRANT FUNDED	AU+10	1/1/1994	12/31/1997	DO	000008566	780166	55
/ENG/37/	City Hall - Van Nuys							
O001.	PROJECT FILES - GRANT FUNDED	AU+10	1/1/1995	12/31/2001	DO	000008567	780167	56
/ENG/37/	Old Union Church							
O001.	PROJECT FILES - GRANT FUNDED	AU+10	1/1/1994	12/31/2000	DO	000008568	780168	57
/ENG/37/	FEMA HMGP Non Structural - 77 bldgs: 1008-3098							

*ok to
be strayed
Per
S.T.*

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Department: Public Works - Engineering

Division: 37 - Seismic Bond Group

= Total Number of Boxes Eligible for Destruction = 57

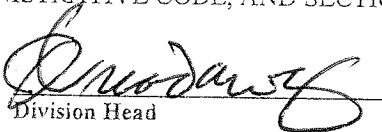
- Number of Boxes Excluded from Destruction - 0

Please indicate Box Numbers and/or Pages of any Excluded Boxes:

= TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION = 57

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:


Division Head


Department Head

9-24-14
Date

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=FILM MD=MAG DISK MT=MAG TAPE MC=MICROFICHE
MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL
DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 3, 2014

To: Jose Fuentes, P.E.,
Construction Management Division Manager

ATTN: Office Records Administrators

From: Maziar Malek, Sr. Management Analyst I
Administrative Services Division



Subject: RECORDS ELIGIBLE FOR DESTRUCTION – PIPER TECH

Attached for your review is a listing of your division records currently stored at Piper Tech that have been identified as eligible for destruction. Please go through the list carefully, verify and mark those records you **do not wish** destroyed. To indicate that you would want to keep the records, **please line out the item** on the list with a **blue pen**.

After the review has been completed, please sign the marked-up list and forward it to me; my address is 1149 S. Broadway, 7th Floor, Los Angeles, CA. 90015, M/S 311. We would appreciate receiving all documents back no later than Friday, April 11, 2014.

Your review results will be compiled for final evaluation and approval by Engineering Management, prior to submission to the City Clerk's Records Management Office.

Thank you for your prompt attention to this matter. If you have any questions or need additional information, please feel free to call me at (213) 485-5331 or send me an email.

Attachment: Request for Authority to Destroy Obsolete Records
Request to Destroy Obsolete Records Summary

CC: Robert Kadomatsu
File



CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 1/16/2013

PAGE: Page 1 of 1

RECORDS OF: CONSTRUCTION MANGEMENT GROUP

/ENG/48/

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
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O.# SSBALWQE, SZS11143, SWCOO104, SZS11179, SWC00089, E40000203, E4000055, SZC11204	CL+10	1/1/1995	8/31/2002		000002051	613749	1
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O.#SZC11233,SZS11173,SZS11172,E4000238, E6000534,E4000093,SZS11171,SZC11234, SZC11133	CL+10	1/1/1995	8/31/2002		000002052	613750	2
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O.#SZC11124,E4000181,SWC00098,E2000514, E2000199,SZC11190,SZC11236,E4000227, SWC00097	CL+10	1/1/1995	8/31/2002		000002053	613751	3
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O.#SZC11139,SZC11198,SZS11161,E2000951, E6000402,SZS11152,E6000274,SWC00086, SWC00087	CL+10	1/1/1995	8/31/2002		000002054	613752	4
A001. /ENG/48/	CHANGE ORDER JOB FOLDER WO#EXX81211,SWC00079,E2001597,SZC11214, SZS11151,SZS11156,SZC11148,SWC00038, SZC11168	CL+10	1/1/1995	8/31/2002		000002055	613753	5
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O#E6000438/L954191 Gen Imprmnt: Wilshire Bl from Hoover St. to Wilton Pl.	CL+10	1/1/1995	8/31/2002		000002056	613754	6
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O# E2000540,E4000094,SWC00039,E2000475, SWC00041,E2002414,SZC11186,SZC11200, SZC00069,	CL+10	1/1/1995	8/31/2002		000002057	613755	7
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O#SZC00084,E2002399,E4000275,E6000518, E4000259,E4000174,SWC00082,SWC00048, SWC00040,	CL+10	1/1/1995	8/31/2002		000002058	613756	8
A001. /ENG/48/	CHANGE ORDER JOB FOLDER E2000399,E2000116,E6000492,SZC11114,E40000099, EXX71996,E4000182,SWC00007,E2000858, EXX51	CL+10	1/1/1995	8/31/2002		000002059	613757	9
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O#E2001361,SWC00045,SWC00008,E2000732, E4000242,E2000867,EXX91491	CL+10	1/1/1995	8/31/2002		000002060	613758	10
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O#E6000522,E600074,SWC00064,SWC00062, SWC00070,SWC00053,E2000897	CL+10	1/1/1995	8/31/2002		000002061	613759	11
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O#SZC11142,E6000128,SZC11183,SWC00051, SZC11187,E2001811,SWC00054,SZC11147	CL+10	1/1/1995	8/31/2002		000002062	613760	12
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O# EXX51218,E40000414,E2000868,E6000044, E6000186	CL+10	1/1/1995	8/31/2002		000002063	613761	13
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O#EXX81101,EXX81132,EXX61111,EXX81187, SZC11181,EXX61108	CL+10	1/1/1995	8/31/2002		000002064	613762	14
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O.#SZW00091-Trask Ave Sewer Repair in the Easement of the East Side of 7100 Block	CL+10	1/1/1995	8/31/2002		000002065	613763	15
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O.#SZC11211,SWC00072,SWC00055,SWC00081, SZS11170,E4000260,SZC11182,SWC00080, SZC112C	CL+10	1/1/1995	8/31/2002		000002066	613764	16
A001. /ENG/48/	CHANGE ORDER JOB FOLDER EXX81179,EXX71784,SZC11138,E2000949, SWC00063,SWC00043,SZC11201,SZS11166, SWC00083	CL+10	1/1/1995	8/31/2002		000002067	613765	17
A001. /ENG/48/	CHANGE ORDER JOB FOLDER SWC00071-Emer Swr Rpr-NOS in Rodero Pl at Crenshaw	CL+10	1/1/1995	8/31/2002		000002068	613766	18
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O#SZC11208,SZC11139,SWC00109, SZS11180,SZS11163,SWC00088	CL+10	1/1/1995	8/31/2002		000002069	613767	19
A001. /ENG/48/	CHANGE ORDER JOB FOLDER SZS11180,SZS11163,SWC00088, SZS11174,SZS11187,SWC00116,SZC1188, SWC00117,SZC11222	CL+10	1/1/1995	8/31/2002		000002070	613768	20
A001. /ENG/48/	CHANGE ORDER JOB FOLDER SZC11235,SWC00091	CL+10	1/1/1995	8/31/2002		000002071	613769	21
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O#E4000073,SZC11115,E2000464,E2000731, E400007,E2000865,E1902322,EXX31718,EXX61785, E20	CL+10	1/1/1995	8/31/2002		000002072	613770	22
A001. /ENG/48/	CHANGE ORDER JOB FOLDER EXX71124,E1901970,E6000448,E4000184, E2002405,E6000347,E2000429,E4000256, E2000946	CL+10	1/1/1995	8/31/2002		000002073	613771	23
A001. /ENG/48/	CHANGE ORDER JOB FOLDER E4000190,SZC11223,SZC11129,SZS11189, EXX31737, E6000268,E6000264	CL+10	1/1/1995	8/31/2002		000002074	613772	24
A001. /ENG/48/	CHANGE ORDER JOB FOLDER W.O#SZS11195,SZC11245,SWC11135,SZS11164, SZS11178	CL+10	1/1/1995	8/31/2002		000002075	613773	25

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

Department: Public Works -- Engineering

Division: 48 - Construction Management Group

= Total Number of Boxes Eligible for Destruction = 25
- Number of Boxes Excluded from Destruction - 0

Please indicate Box Numbers and/or Pages of any Excluded Boxes:

= **TOTAL NUMBER OF BOXES
APPROVED FOR DESTRUCTION** = 25

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:

[Signature]
Division Head

[Signature: Gary Lu Moore]
Department Head

9-24-14
Date

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=FILM MD=MAG DISK MT=MAG TAPE MC=MICROFICHE
MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL
DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 27, 2014

To: Kenneth Redd, P.E., Deputy City Engineer
Wastewater Program

From:  Robert Kadomatsu, Division Manager
Administration Division

Subject: **RECORDS AUTHORIZED FOR DESTRUCTION @ Piper Tech**

Below is a listing of the number of boxed records currently stored at Piper Tech that have been evaluated for destruction by the Bureau of Engineering after consultation with the Division Manager(s) responsible for their use:

Please review and sign off on this list before it is sent to the City Engineer for final approval.

Environmental Engineering Division (EED):

Per Michael Sarullo, Division Manager for EED**155 boxes**
(5 boxes to be retained)

Approved:



Kenneth Redd, P.E.

Please refer to the attached signed Request for Authority to Destroy Obsolete Records for record box information details.

Attachments: Request for Authority to Destroy Obsolete Records by Group/Division

CC: Maziar Malek *M.M.*
File

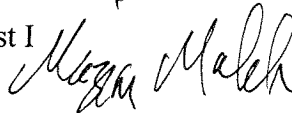
CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 4, 2014

To: Michael Sarullo, P.E.,
Environmental Engineering Division Manager

ATTN: Office Records Administrators

From: Maziar Malek, Sr. Management Analyst I
Administrative Services Division



Subject: **RECORDS ELIGIBLE FOR DESTRUCTION – PIPER TECH**


Attached for your review is a listing of your division records currently stored at Piper Tech that have been identified as eligible for destruction. Please go through the list carefully, verify and mark those records you **do not wish** destroyed. To indicate that you would want to keep the records, **please line out the item** on the list with a **blue pen**.

After the review has been completed, please sign the marked-up list and forward it to me; my address is 1149 S. Broadway, 7th Floor, Los Angeles, CA. 90015, M/S 311. We would appreciate receiving all documents back no later than Friday, April 11, 2014.

Your review results will be compiled for final evaluation and approval by Engineering Management, prior to submission to the City Clerk's Records Management Office.

Thank you for your prompt attention to this matter. If you have any questions or need additional information, please feel free to call me at (213) 485-5331 or send me an email.

Attachment: Request for Authority to Destroy Obsolete Records
Request to Destroy Obsolete Records Summary

CC: Robert Kadomatsu 
File

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 1/16/2013

PAGE: Page 1 of 7

RECORDS OF: PUBLIC WORKS/BUREAU OF ENGINEERING/ENVIRONMENTAL ENGINEERING

/ENG/45/

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
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES Consultant Time Sheets (incomplete)	AR+2	7/1/1995	12/1/1997		000007523	766085	1
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES Consultant Time Sheets (incomplete)	AR+2	1/1/1998	4/1/1999		000007524	766086	2
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES Consultant Time Sheets (incomplete)	AR+2	5/1/1999	12/1/2000		000007525	766087	3
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES Consultant Time Sheets (incomplete)	AR+2	1/1/2001	12/1/2001		000007526	766088	4
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 051- 054a	AR+2	12/1/1993	3/1/1994		000007527	766089	5
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 054b - 057	AR+2	3/1/1994	6/1/1994		000007528	766090	6
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 058 - 061	AR+2	7/1/1994	9/1/1994		000007529	766091	7
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 071 - 075	AR+2	7/1/1995	1/1/1996		000007530	766092	8
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 076 - 081	AR+2	1/1/1996	6/1/1996		000007531	766093	9
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 082 - 088	AR+2	7/1/1996	1/1/1997		000007532	766094	10
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 089 - 095	AR+2	2/1/1997	8/1/1997		000007533	766095	11
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 097 - 104	AR+2	10/1/1997	5/1/1998		000007534	766096	12
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 111 - 120	AR+2	12/1/1998	9/1/1999		000007535	766097	13
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 121 - 130	AR+2	10/1/1999	7/1/2000		000007536	766098	14
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 133 - 139A	AR+2	10/1/2000	4/1/2001		000007537	766099	15
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES Weekly/Monthly Labor Hour Report (incomplete)	AR+2	1/1/1995	12/30/1995		000007538	766100	16
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES Weekly/Monthly Labor Hour Report (incomplete)	AR+2	12/31/1995	6/18/1999		000007539	766101	17
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES Weekly/Monthly Labor Hour Report (incomplete)	AR+2	12/28/1997	12/24/1998		000007540	766102	18
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 001 - 007	AR+2	4/1/2001	11/1/2001		000007576	767333	19
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 008 - 013	AR+2	12/1/2001	4/1/2002		000007577	767334	20
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices Fin 7-7 014 - 017	AR+2	5/1/2002	8/1/2002		000007578	767335	21
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HTP CIP Invoices 5-9	AR+2	2/1/1990	6/30/1990		000007579	767336	22
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HTP CIP Invoices 20-23	AR+2	5/1/1991	8/30/1991		000007580	767337	23
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HTP CIP Invoices 30-31	AR+2	3/1/1992	4/30/1992		000007581	767338	24
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HTP CIP Invoices 32-34	AR+2	5/1/1992	7/31/1992		000007582	767339	25
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HTP CIP Invoices 35-37 Volume 1	AR+2	8/1/1992	10/31/1992		000007583	767340	26

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 1/16/2013

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RECORDS OF: PUBLIC WORKS/BUREAU OF ENGINEERING/ENVIRONMENTAL ENGINEERING

/ENG/45/

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
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HTP CIP Invoices 72-76	AR+2	1/9/1995	1/31/1996		000007584	767341	27
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MW CIP Invoices 67-70 Fin 7-7	AR+2	4/1/1995	7/31/1995		000007585	767342	28
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES MP SACROS Invoices 50, 54-67	AR+2	6/15/1989	4/27/1991		000007586	767343	29
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES Consultant Contract #80803 Invoices 76-122/Gen	AR+2	12/28/1993	7/12/2000		000007587	767344	30
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH CIP Number 1012/1042/1044	AR+2	10/1/1990	9/28/1998		000007588	767345	31
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 2022 & 2219 Construction Documents	AR+2	11/25/1991	10/25/1999		000007589	767346	32
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1045 Submittals # 7-18 Incomplete	AR+2	8/28/1995	7/9/1996		000007590	767347	33
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1045 Submittal #7 Revisions	AR+2	8/29/1995	8/30/1995		000007591	767348	34
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1045 Submittals, Incomplete	AR+2	8/4/1995	11/12/1996		000007592	767349	35
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH CIP 1045 Various Construction Documents	AR+2	10/4/1993	12/7/1998		000007593	767350	36
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1045 Submittal #18 revisions included	AR+2	5/29/1996	11/6/1996		000007594	767351	37
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1045 Various Construction Documents	AR+2	11/29/1995	12/18/1996		000007595	767352	38
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1045 Submittals & Facility Testing docs	AR+2	8/31/1995	9/4/1997		000007596	767353	39
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1024 Specs& Contractor Correspondence	AR+2	7/23/1993	12/7/1993		000007597	767354	40
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1024 Submittals, O&M Manuals incomplete	AR+2	12/1/1993	4/7/1995		000007598	767355	41
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1024 Contractor Corresp. Incomplete	AR+2	4/12/1993	6/13/1993		000007599	767356	42
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1024 O& M Manuals Incomplete	AR+2	12/10/1993	4/7/1995		000007600	767357	43
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1024 Submittals 24-52 Incomplete	AR+2	12/13/1993	3/9/1994		000007601	767358	44
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1024 Submittals 53-77 Incomplete	AR+2	3/10/1994	8/4/1994		000007602	767359	45
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1034 Various Construction Documents	AR+2	8/6/1993	7/30/1998		000007603	767360	46
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1034 General Project Corresp. Incomplete	AR+2	1/24/1992	2/14/1995		000007604	767361	47
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1034 Tech Memos & Pre-Design Reports	AR+2	8/22/1990	3/13/1996		000007605	767362	48
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1046 Audit Records & Contr. Corresp 1997	AR+2	3/13/1995	12/29/1997		000007606	767363	49
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1046 Contr. Corresp & Submittal #015 R0	AR+2	12/10/1998	6/7/1996		000007607	767364	50
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1046 Submittal #015 R1 - #042 R0	AR+2	1/21/1997	10/9/1996		000007608	767365	51
O001.	CORRESPONDENCE & SUBJECT FILES	AR+2	1/17/1997	5/16/1997		000007609		52

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 1/16/2013

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RECORDS OF: PUBLIC WORKS/BUREAU OF ENGINEERING/ENVIRONMENTAL ENGINEERING

/ENG/45/

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
	HSH 1046 Submittal #042 R1 - #065 R0						767366	
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1046 Submittal #066 R0 - #070 R1	AR+2	5/27/1997	2/23/1998		000007610	767367	53
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1046 Submittal #070 R2 - #77 R1 3 of 3	AR+2	1/20/1999	2/2/1999		000007611	767368	54
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1046 Submittal #078 R0 - #103 R0 3 of 4	AR+2	8/23/1997	10/8/1998		000007612	767369	55
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1046 Submittal #103 R0 4 of 4 - C.O. #036	AR+2	10/8/1998	6/17/1998		000007613	767370	56
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 1046 C.O. #037 - HSH 2022 Billings	AR+2	2/24/1998	10/15/1996		000007614	767371	57
O001. /ENG/45/	CORRESPONDENCE & SUBJECT FILES HSH 2022 Billings - Power Transport	AR+2	7/30/1997	7/7/1994		000007615	767372	58
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 5112 Construction Documents	CL+5	4/24/1995	4/27/2005		000008735	781315	59
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 3043 & 3048 Construction Documents	CL+5	12/21/1995	10/27/1999		000008736	781316	60
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 1033 & 2250 Construction Documents	CL+5	10/1/1990	9/25/2001		000008737	781317	61
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 1058 Construction Documents	CL+5	9/3/1993	10/24/1996		000008738	781318	62
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 3043 Submittals 1-32 Incomplete	CL+5	7/26/1996	8/21/1997		000008739	781319	63
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 3043 Request for Qualifications	CL+5	5/24/1994	8/8/1996		000008740	781320	64
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 7133 Construction Documents	CL+5	1/20/2000	6/24/2003		000008741	781321	65
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 3042 Construction Documents	CL+5	6/22/1989	2/13/1998		000008742	781322	66
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 3043 Submittal #013 Incomplete	CL+5	1/22/1997	1/31/1997		000008743	781323	67
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 3043 Submittals # 10-18	CL+5	10/4/1996	10/13/1997		000008744	781324	68
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 2251 Construction Documents	CL+5	4/27/1999	7/10/2001		000008745	781325	69
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 3043 Submittals # 18-33	CL+5	1/27/1997	4/25/1997		000008746	781326	70
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 2107,2137,2510,4107 Construction Documents	CL+5	1/16/1995	0/26/2007		000008747	781327	71
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 2136 & 2138 Construction Documents	CL+5	3/3/2001	4/27/2004		000008748	781328	72
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP CIP 1025, 1058, 4130 Construction Documents	CL+5	9/3/1993	5/5/2004		000008749	781329	73
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HSH-1024 9-2-3 & HTP-1026-1-1-1 thru 8-1-1	CL+5	9/30/1993	1/3/2005		000008750	781330	74
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP-1026 8-1-1 thru 8-7	CL+5	8/28/2001	12/23/2004		000008751	781331	75
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP-1026 8-7 thru 8-8-1	CL+5	11/29/2001	3/11/2004		000008752	781332	76
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP-1026, HTP-1047 & HTP-2128 1-1-1 thru 8-20-11 Incomplete	CL+5	1/12/2001	1/5/2005		000008753	781333	77

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 1/16/2013

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RECORDS OF: PUBLIC WORKS/BUREAU OF ENGINEERING/ENVIRONMENTAL ENGINEERING

/ENG/45/

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				
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP-2130, 2131, 2133, 2223, 2228, 2241, 2258, & 2259 1-1-1 thru 9-3-1 Incomplete	CL+5	11/7/1996	4/19/2005		000008754	781334	78
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP-2259, HTP-2262, HTP-2268 & HTP-2269 1-1-1 thru 9-7 Incomplete	CL+5	3/23/2000	12/12/2007		000008755	781335	79
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP-2269, HTP-2270, HTP-2273, & HTP-2276 1-1-1 thru 9-3-1 Incomplete	CL+5	5/21/2001	11/3/2005		000008756	781336	80
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP-2276, 2285, 2308, 2309, 2310, 2311, 2312, 2313, 2316, 2322, 2506, 3049, & 3301 1-1-1 thru 8-20-1 Incomplete	CL+5	4/29/1997	9/29/2005		000008757	781337	81
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP-3301, HTP-3904, HTP-3920, LAG-4108, LAG-4131 1-1-1 thru 8-20-1	CL+5	12/27/1994	8/10/2004		000008758	781338	82
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED LAG-4133, LAG-4148 & TIP-5121 1-1-1 thru 8-20-1 Incomplete	CL+5	9/10/1997	1/13/2005		000008759	781339	83
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TIP-5121, TIP-5122 & TIP-5123 1-3-2 thru 8-7 Incomplete	CL+5	8/6/1998	4/9/2004		000008760	781340	84
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TIP-5123 8-7 R0 thru 8-7 R2	CL+5	12/3/1998	6/29/1999		000008761	781341	85
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6105 1-3-2 thru 8-1-1 Incomplete	CL+5	2/1/1994	7/31/2002		000008762	781342	86
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6105 8-1-3 thru 8-7 Incomplete	CL+5	4/17/1997	5/19/2000		000008763	781343	87
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6105 8-7 Submittals #031 R1 thru #069 R0 Incomplete	CL+5	9/2/1997	7/26/1999		000008764	781344	88
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6105 8-7 thru 9-6	CL+5	5/15/1997	2/19/2003		000008765	781345	89
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 1-1-1 thru 7-3 Incomplete	CL+5	7/5/1996	5/12/2003		000008766	781346	90
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 7-3	CL+5	6/18/1997	9/18/1998		000008767	781347	91
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 7-3 thru 8-7	CL+5	9/2/1997	12/3/2003		000008768	781348	92
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 8-7 Submittals #002 R1 thru #008 R0 Incomplete	CL+5	1/14/1999	9/17/1999		000008769	781349	93
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 8-7 Submittals #009 R0 thru #012 R0	CL+5	4/16/1999	12/27/1999		000008770	781350	94
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 8-7 Submittals #012 R0 thru #016 R0	CL+5	5/7/1999	12/27/1999		000008771	781351	95
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 8-7 Submittals #017 R0 thru #019 R0	CL+5	5/4/1999	12/9/1999		000008772	781352	96
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 8-7 Submittals #020 R0 thru #028 R0	CL+5	8/17/1999	4/2/2001		000008773	781353	97
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 8-7 Submittals #029 R0 thru #039 R0	CL+5	1/18/2000	6/15/2001		000008774	781354	98
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 8-7 Submittals #040 R0 thru #047 R0 Books 10 & 11 Vol C	CL+5	8/1/2000	5/24/2001		000008775	781355	99
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 8-7 Submittals #047 R0 Books 12 & 14 Vol C thru #049 R0 Book 5 Vol C	CL+5	12/11/2000	6/15/2001		000008776	781356	100
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 8-7 thru 8-20-3 Incomplete	CL+5	6/6/2000	1/22/2003		000008777	781357	101
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 8-20-4-3 thru 9-2	CL+5	1/30/2001	2/3/2003		000008778	781358	102
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 9-2 Q & M Manuals Vol B #006, #007, #008, #009 & #010	CL+5	10/31/2001	10/31/2001		000008779	781359	103

CITY OF LOS ANGELES
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(ORIGINAL RECORDS)

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RECORDS OF: PUBLIC WORKS/BUREAU OF ENGINEERING/ENVIRONMENTAL ENGINEERING

/ENG/45/

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				
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6127 9-2 thru 9-7 & TWR-6146 1-1-1 thru 1-5-1	CL+5	6/19/1998	7/28/2005		000008780	781360	104
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR-6146 1-5-1 thru 8-11-1 Incomplete	CL+5	5/30/2000	7/28/2005		000008781	781361	105
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HSH CIP 3051 VARIOUS PROJECTS	CL+5	10/31/1994	5/11/1995		000008794	784119	106
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HSH CIP 3051 VARIOUS PROJECTS	CL+5	5/11/1995	12/31/1997		000008795	784120	107
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HSH CIP 3051 VARIOUS PROJECTS	CL+5	12/1/1997	2/23/1998		000008797	784122	108
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HSH CIP 3051 VARIOUS PROJECTS	CL+5	3/3/1998	3/23/1998		000008798	784123	109
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HSH CIP 3051 VARIOUS PROJECTS	CL+5	2/20/1998	9/23/1998		000008799	784124	110
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HSH CIP 3051 VARIOUS PROJECTS	CL+5	6/9/1998	6/21/1999		000008800	784125	111
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HSH CIP 3051 VARIOUS PROJECTS	CL+5	10/31/1994	5/11/1995		000008801	784126	112
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HSH CIP 3051 VARIOUS PROJECTS	CL+5	10/31/1994	5/11/1995		000008802	784127	113
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HSH CIP 3051 VARIOUS PROJECTS	CL+5	4/17/2001	4/3/2003		000008803	784128	114
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED LAG CIP 4106, 4119, HSH CIP 3047, 3041, TIP CIP 5102, 5109, HTP CIP 8041 VARIOUS PROJECTS	CL+5	6/26/1987	10/30/2007		000008804	784129	115
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HSH CIP 1021, HTP CIP 2216, 2351 VARIOUS PROJECTS	CL+5	5/16/1989	7/26/2005		000008805	784130	116
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED LAG CIP 4109, 4127 VARIOUS PROJECTS	CL+5	9/2/1994	12/1/2000		000008806	784131	117
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED LAG CIP 4116, 4132 VARIOUS PROJECTS	CL+5	10/19/2000	6/9/2003		000008807	784132	118
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED LAG CIP 4132, 4134 VARIOUS PROJECTS	CL+5	5/3/1999	4/8/2005		000008808	784133	119
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR 6135, TWR 6146, PPS 7127 1-1-1 THRU 9-7 INCOMPLETE	CL+5	3/2/2000	5/5/2005		000008809	784134	120
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED PPS 7127 7-6 THRU 8-7 INCOMPLETE	CL+5	1/5/1998	1/6/2004		000008810	784135	121
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED PPS 7127 8-7 THRU 8-8-1 INCOMPLETE	CL+5	9/11/1998	5/5/2003		000008811	784136	122
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED SWP 7215, SWP 7301 1-1-1 THRU 8-9	CL+5	3/16/1998	1/19/2002		000008812	784137	123
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR 6131, 6132, 6133, 6136, 6138 and 6139	CL+5	9/27/1999	10/4/2001		000008813	784138	124
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR 6140 VARIOUS CONSTRUCTION DOCUMENTS	CL+5	7/20/1999	12/30/1999		000008814	784139	125
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED	CL+5	6/25/1999	6/9/2000		000008815	784140	126
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP 2227,2244,2248,2251,2254,5131 VARIOUS CONSTRUCTION DOCUMENTS	CL+5	10/14/1997	7/28/2003		000008816	784141	127
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP 2300, 2505, 6134, 6147,4126,4130,7207,6148 VARIOUS CONSTRUCTION DOCUMENTS	CL+5	10/26/1995	6/27/2004		000008817	784142	128
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	10/28/1992	4/27/2004		000008818		129

CITY OF LOS ANGELES
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(ORIGINAL RECORDS)

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/ENG/45/

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
/ENG/45/	HTP 2123,2139,2102,2109,2117,2211,2224, VARIOUS CONSTRUCTION DOCUMENTS						784143	
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	11/3/1999	7/12/2000		CRC		
/ENG/45/	HTP 2230, 2231, 2232 VARIOUS DOCUMENTS					000008819	784144	130
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	10/1/1998	1/30/1999		CRC		
/ENG/45/	HTP 2234 DRAWINGS, CORRESPONDENCE, MEETING NOTES, INSPECTION REPORT					000008820	784145	131
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	4/24/1998	2/17/1999		CRC		
/ENG/45/	HTP 2234 DRAWINGS, PROGRESS PAYMENTS, HTP 2236 MEETING NOTES, SPA'S, SWP 7301-8-9 PRC					000008821	784146	132
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	8/10/1996	9/10/1999		CRC		
/ENG/45/	HTP 1016 MEETING NOTES DRAWINGS					000008822	784147	133
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	11/3/1999	2/3/2000		CRC		
/ENG/45/	HTP 1016 DRAWINGS, CORRESPONDENCE, SUBMITTALS					000008823	784148	134
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	3/6/2000	8/21/2000		CRC		
/ENG/45/	HTP 1016 SUBMITTALS, RFI'S					000008824	784149	135
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	11/16/2000	6/4/2005		CRC		
/ENG/45/	HTP 1016 CORRESPONDENCE, SUBMITTALS, HTP 1036, HTP 4124 VARIOUS DOCUMENTS					000008825	784150	136
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	5/1/1998	3/15/1999		CRC		
/ENG/45/	HTP 2101 DRAWINGS, PROGRESS PMTS. JOURNALS, FACILITY CERTIFICATION					000008826	784151	137
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	12/1/1993	3/29/1999		CRC		
/ENG/45/	HTP 2101, DRAWINGS, DESIGN CORRESPONDENCE/COMMENTS					000008827	784152	138
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	9/19/1997	5/29/1998		CRC		
/ENG/45/	HTP 2101 SUBMITTALS					000008828	784153	139
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	6/4/1998	5/16/2003		CRC		
/ENG/45/	HTP 2101 DRAWINGS, 2299 VARIOUS DOCUMENTS					000008829	784154	140
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	11/2/1998	2/9/1999		CRC		
/ENG/45/	HTP 2225 VARIOUS DOCUMENTS					000008830	784155	141
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	11/17/1999	8/7/2002		CRC		
/ENG/45/	HTP 2225 VARIOUS DOCUMENTS					000008831	784156	142
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	8/16/2002	3/26/2004		CRC		
/ENG/45/	HTP 2125 DRAWINGS					000008833	784158	143
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	5/17/2005	5/5/2006		CRC		
/ENG/45/	HTP 2125, 2324, 2225, 2327 VARIOUS DOCUMENTS					000008834	784160	144
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	8/17/1992	12/31/1992		CRC		
/ENG/45/	HTP 1023 VARIOUS DOCUMENTS					000008835	784160	145
Files Referenced:		File No.	File Name / Description		File Request Date			
		63951	784160		7/31/2012			
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	9/3/1992	9/7/1993		CRC		
/ENG/45/						000008836	784161	146
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	4/11/1994	11/22/1994		CRC		
/ENG/45/						000008837	784162	147
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	6/24/1994	11/1/1995		CRC		
/ENG/45/	HTP 1023 DRAWINGS, VARIOUS DOCUMENTS					000008838	784163	148
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	4/7/1994	7/15/1995		CRC		
/ENG/45/	HTP 1023 DRAWINGS					000008839	784164	149
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	4/18/1994	5/13/1994		CRC		
/ENG/45/	HTP 1023 DRAWINGS					000008840	784165	150
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	6/9/1994	4/27/1995		CRC		
/ENG/45/	HTP 1023 DRAWINGS					000008841	784166	151
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	10/17/1994	11/10/1994		CRC		
/ENG/45/	HTP 1023 SUBMITTALS					000008842	784167	152
O008.	PROJECT FILES - NOT GRANT FUNDED	CL+5	7/9/1994	12/15/1994		CRC		
/ENG/45/	HTP 1023 DRAWINGS					000008843	784168	153

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

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RECORDS OF: PUBLIC WORKS/BUREAU OF ENGINEERING/ENVIRONMENTAL ENGINEERING

/ENG/45/

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				
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP 1023 DRAWINGS	CL+5	2/13/1995	8/29/1995		000008844	784169	154
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP 1023 DRAWINGS/VARIOUS DOCUMENTS	CL+5	11/29/1995	6/12/1996		000008845	784170	155
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP 1023 MANUALS VARIOUS DOCUMENTS	CL+5	6/12/1996	9/18/1996		000008846	784171	156
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP 1023 DRAWINGS, HTP 6128, HTP 6155, HTP 6151 VARIOUS DOCS. 6162 VARIOUS DOC	CL+5	1/1/1998	12/31/2000		000008847	784172	157
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP 2301 VARIOUS DOCUMENTS	CL+5	12/8/2003	8/30/2004		000008848	784173	158
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED HTP 2209 VARIOUS DOCUMENTS	CL+5	12/25/1997	6/9/1998		000008849	784174	159
O008. /ENG/45/	PROJECT FILES - NOT GRANT FUNDED TWR 6106 Various Documents	CL+5	6/7/1999	9/17/1999		000008850	784175	160

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Department: Public Works - Engineering

Division: 45 - Environmental Engineering Division

= Total Number of Boxes Eligible for Destruction = 160
- Number of Boxes Excluded from Destruction - 5

Please indicate Box Numbers and/or Pages of any Excluded Boxes:

000008747 - 781327	000008847 - 784172
000008755 - 781335	
000008804 - 784129	
000008834 - 784150	

= TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION = 155

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: [Signature] [Signature] 9-24-14
Division Head Department Head Date

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=FILM MD=MAG DISK MT=MAG TAPE MC=MICROFICHE
MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL
DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 25, 2014

To: Kenneth Redd, P.E., Deputy City Engineer
Wastewater Program

From: Robert Kadomatsu, Division Manager
Administration Division

Subject: **RECORDS AUTHORIZED FOR DESTRUCTION @ Piper Tech**

Below is a listing of the number of boxed records currently stored at Piper Tech that have been evaluated for destruction by the Bureau of Engineering after consultation with the Division Manager(s) responsible for their use:

Please review and sign off on this list before it is sent to the City Engineer for final approval.

Wastewater Conveyance Engineering Division (ASRG):

Per Samara Ali-Ahmad, Division Manager for WCED**0 boxes**
(**191** boxes to be retained)

Wastewater Conveyance Engineering Division (WCED):

Per Samara Ali-Ahmad, Division Manager for WCED**136 boxes**
(**0** boxes to be retained)

Approved: 
Kenneth Redd, P.E.

Please refer to the attached signed Request for Authority to Destroy Obsolete Records for record box information details.

Attachments: Request for Authority to Destroy Obsolete Records by Group/Division


CC: Maziar Malek
File

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 8, 2014

To: Samara Ali-Ahmad, P.E.
Wastewater Conveyance Engineering Division

ATTN: Office Records Administrators

From: Maziar Malek, Sr. MA 
Administration Division

Subject: **RECORDS ELIGIBLE FOR DESTRUCTION**

Attached for your review is a listing of your division records currently stored at Piper Tech that have been identified as eligible for destruction. Please go through the list carefully, verify and mark those records you **do not wish** destroyed. To indicate that you would want to keep the records, **please line out the item** on the list with a blue pen. Please keep in mind our obligation to retain all documents related to the Willits case.

After the review has been completed, please sign the marked-up list and forward it to me; my address is 1149 S. Broadway, 7th Floor, Los Angeles, CA. 90015, M/S 311. We would appreciate receiving all documents back no later than Friday, September 5, 2014. Your review results will be compiled for final evaluation and approval by Engineering Management, prior to submission to the City Clerk's Records Management Office.

Thank you for your prompt attention to this matter. If you have any questions or need additional information, please feel free to call me at (213) 485-5331 or send me an email.

Attachment: Request for Authority to Destroy Obsolete Records
Request to Destroy Obsolete Records Summary

CC: Robert Kadomatsu
File

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 6/27/2014

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RECORDS OF: PUBLIC WORKS/BUREAU OF ENGINEERING/ASSESSMENT DIVISION

/ENG/43/

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
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 WORK SHEETS BOOKS: BOOKS 241 & 242	TO+20	1/1/1960	12/31/1964	BK	000000001 CRC	51953	1
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 WORK SHEETS BOOKS: BOOKS 243 & 244	TO+20	1/1/1960	12/31/1964	BK	000000002 CRC	51954	2
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 WORK SHEETS BOOKS: BOOKS 245 & 246	TO+20	1/1/1960	12/31/1964	BK	000000003 CRC	51955	3
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 WORK SHEETS BOOKS: BOOKS 247 & 248	TO+20	1/1/1960	12/31/1964	BK	000000004 CRC	51956	4
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 WORK SHEETS BOOKS: BOOKS 249 & 250	TO+20	1/1/1960	12/31/1964	BK	000000005 CRC	51957	5
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 WORK SHEETS BOOKS: BOOKS 251 & 252	TO+20	1/1/1960	12/31/1964	BK	000000006 CRC	51958	6
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 WORK SHEETS BOOKS: BOOKS 253 & 254	TO+20	1/1/1960	12/31/1964	BK	000000007 CRC	51959	7
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 WORK SHEETS BOOKS: BOOKS 255 & 256	TO+20	1/1/1960	12/31/1964	BK	000000008 CRC	51960	8
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 288-289	TO+20	11/1/1968	8/31/1970	BK	000000001 CRC	53125	9
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 290-291	TO+20	11/1/1968	8/31/1970	BK	000000002 CRC	53127	10
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 292-293	TO+20	11/1/1968	8/31/1970	BK	000000003 CRC	53128	11
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 294-295	TO+20	11/1/1968	8/31/1970	BK	000000004 CRC	53136	12
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 296-297	TO+20	11/1/1968	8/31/1970	BK	000000005 CRC	53142	13
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 298-299	TO+20	11/1/1968	8/31/1970	BK	000000006 CRC	53149	14
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ST. IMPROVEMENT ORDINANCE 1911 ACT BOOK 30; PAR1 1 & 2	TO+20	7/1/1968	12/14/1968	BK	000000026 CRC	62675	15
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ST. IMPROVEMENT ORDINANCE 1911 ACT BOOK 31; PAR1 1 & 2	TO+20	12/15/1968	6/30/1969	BK	000000027 CRC	62676	16
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ST. IMPROVEMENT ORDINANCE 1911 ACT BOOK 32; PAR1 1 & 2	TO+20	7/1/1969	12/13/1969	BK	000000028 CRC	62677	17
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ST. IMPROVEMENT ORDINANCE 1911 ACT BOOK 33; PAR1 1 & 2	TO+20	12/14/1969	6/30/1970	BK	000000029 CRC	62678	18
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ST. IMPROVEMENT ORDINANCE 1911 ACT BOOK 34; PAR1 1 & 2	TO+20	7/1/1970	6/30/1971	BK	000000030 CRC	62679	19
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ST. IMPROVEMENT ORDINANCE 1911 ACT BOOK 35; PART 1 & 2	TO+20	7/1/1971	12/11/1971	BK	000000031 CRC	62680	20
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 298-299	TO+20	12/12/1971	6/30/1972	BK	000000032 CRC	62681	21

CITY OF LOS ANGELES
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RECORDS OF: PUBLIC WORKS/BUREAU OF ENGINEERING/ASSESSMENT DIVISION

/ENG/43/

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
	ST. IMPROVEMENT ORDINANCE 1911 ACT BOOK 36; PAR1 1 & 2							
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ST. IMPROVEMENT ORDINANCE 1911 ACT BOOK 37; PAR1 1 & 2	TO+20	7/1/1972	1/6/1973	BK	000000033 CRC	62682	22
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ST. IMPROVEMENT ORDINANCE 1911 ACT BOOK 38; PAR1 1 & 2	TO+20	1/7/1973	6/30/1973	BK	000000034 CRC	62683	23
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ST. IMPROVEMENT ORDINANCE 1911 ACT BOOK 39; PAR1 1 & 2	TO+20	7/1/1973	1/5/1974	BK	000000035 CRC	62684	24
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ST. IMPROVEMENT ORDINANCE 1911 ACT BOOK 40; PAR1 1 & 2	TO+20	1/6/1974	6/30/1974	BK	000000036 CRC	62685	25
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 270 - 271	TO+20	10/1/1965	12/31/1968	BK	000000028 CRC	98091	26
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 272 - 273	TO+20	10/1/1965	12/31/1968	BK	000000029 CRC	98092	27
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 274 - 275	TO+20	10/1/1965	12/31/1968	BK	000000030 CRC	98093	28
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 276 - 277	TO+20	10/1/1965	12/31/1968	BK	000000031 CRC	98094	29
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 278 - 279	TO+20	10/1/1965	12/31/1968	BK	000000032 CRC	98095	30
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 280 - 281	TO+20	10/1/1965	12/31/1968	BK	000000033 CRC	98096	31
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 282 - 283	TO+20	10/1/1965	12/31/1968	BK	000000034 CRC	98097	32
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 284 - 285	TO+20	10/1/1965	12/31/1968	BK	000000035 CRC	98098	33
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 1911 ACT WORKSHEETS: BOOKS NO. 286 - 287	TO+20	10/1/1965	12/31/1968	BK	000000036 CRC	98099	34
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK	TO+20	6/1/1961	6/30/1964	BK	000000316	200619	35
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK	TO+20	6/1/1961	6/30/1964	BK	000000317	200620	36
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK	TO+20	6/1/1961	6/30/1964	BK	000000318	200621	37
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK	TO+20	6/1/1961	6/30/1964	BK	000000319	200622	38
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK	TO+20	6/1/1961	6/30/1964	BK	000000320	200623	39
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK	TO+20	6/1/1961	6/30/1964	BK	000000321	200624	40
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK	TO+20	6/1/1961	6/30/1964	BK	000000322	200625	41
O001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK			42

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						000000323	200626	
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000324	200627	43
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000325	200628	44
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000326	200629	45
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000327	200630	46
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000328	200631	47
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000329	200632	48
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000330	200633	49
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000331	200634	50
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000332	200635	51
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000333	200636	52
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000334	200637	53
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000335	200638	54
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000336	200639	55
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000337	200640	56
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000338	200641	57
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	6/1/1961	6/30/1964	BK	000000339	200642	58
/ENG/43/	STREET LIGHTING MAINTENANCE ASSESSMENT RECORDS BOOK							
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	11/1/1968	8/31/1970	BK	14-10-1	302201	59
/ENG/43/	BOOK NO. 288 CARMA BOX #14-10-1						14-10-1	
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	11/1/1968	8/31/1970	BK	14-10-10	302202	60
/ENG/43/	BOOK NO. 297 CARMA BOX #14-10-10						14-10-10	
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	11/1/1968	8/31/1970	BK	14-10-11	302203	61
/ENG/43/	BOOK NO. 298 CARMA BOX #14-10-11						14-10-11	
0001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	11/1/1968	8/31/1970	BK	14-10-12	302204	62
/ENG/43/	BOOK NO. 299 CARMA BOX #14-10-12						14-10-12	

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O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOOK NO. 289 CARMA BOX #14-10-2	TO+20	11/1/1968	8/31/1970	BK	14-10-2	302205	63
							14-10-2	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOOK NO. 290 CARMA BOX #14-10-3	TO+20	11/1/1968	8/31/1970	BK	14-10-3	302206	64
							14-10-3	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOOK NO. 291 CARMA BOX #14-10-4	TO+20	11/1/1968	8/31/1970	BK	14-10-4	302207	65
							14-10-4	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOOK NO. 292 CARMA BOX #14-10-5	TO+20	11/1/1968	8/31/1970	BK	14-10-5	302208	66
							14-10-5	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOOK NO. 293 CARMA BOX #14-10-6	TO+20	11/1/1968	8/31/1970	BK	14-10-6	302209	67
							14-10-6	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOOK NO. 294 CARMA BOX #14-10-7	TO+20	11/1/1968	8/31/1970	BK	14-10-7	302210	68
							14-10-7	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOOK NO. 295 CARMA BOX #14-10-8	TO+20	11/1/1968	8/31/1970	BK	14-10-8	302211	69
							14-10-8	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOOK NO. 296 CARMA BOX #14-10-9	TO+20	11/1/1968	8/31/1970	BK	14-10-9	302212	70
							14-10-9	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 270	TO+20	10/1/1965	12/31/1968	BK	23-8-1	302213	71
							23-8-1	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 271	TO+20	10/1/1965	12/31/1968	BK	23-8-2	302214	72
							23-8-2	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 272	TO+20	10/1/1965	12/31/1968	BK	23-8-3	302215	73
							23-8-3	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 273	TO+20	10/1/1965	12/31/1968	BK	23-8-4	302216	74
							23-8-4	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 274	TO+20	10/1/1965	12/31/1968	BK	23-8-5	302217	75
							23-8-5	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 275	TO+20	10/1/1965	12/31/1968	BK	23-8-6	302218	76
							23-8-6	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 276	TO+20	10/1/1965	12/31/1968	BK	23-8-7	302219	77
							23-8-7	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 277	TO+20	10/1/1965	12/31/1968	BK	23-8-8	302220	78
							23-8-8	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 278	TO+20	10/1/1965	12/31/1968	BK	23-8-9	302221	79
							23-8-9	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 279	TO+20	10/1/1965	12/31/1968	BK	23-9-1	302222	80
							23-9-1	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 280	TO+20	10/1/1965	12/31/1968	BK	23-9-2	302223	81
							23-9-2	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 281	TO+20	10/1/1965	12/31/1968	BK	23-9-3	302224	82
							23-9-3	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	10/1/1965	12/31/1968	BK	23-9-4	302225	83
							23-9-4	

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	ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 282							
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 283	TO+20	10/1/1965	12/31/1968	BK	23-9-5	302226	84
							23-9-5	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 284	TO+20	10/1/1965	12/31/1968	BK	23-9-6	302227	85
							23-9-6	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 285	TO+20	10/1/1965	12/31/1968	BK	23-9-7	302228	86
							23-9-7	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 286	TO+20	10/1/1965	12/31/1968	BK	23-9-8	302229	87
							23-9-8	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 ASSESSMENT ROLLS AND MAPS - ACT OF 1911 BOOK NO 287	TO+20	10/1/1965	12/31/1968	BK	23-9-9	302230	88
							23-9-9	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 257 CARMA BOX #29-34-10	TO+20	1/1/1963	12/31/1965	BK	29-34-10	302231	89
							29-34-10	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 258 CARMA BOX #29-34-11	TO+20	1/1/1963	12/31/1965	BK	29-34-11	302232	90
							29-34-11	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 259 CARMA BOX #29-34-12	TO+20	1/1/1963	12/31/1965	BK	29-34-12	302233	91
							29-34-12	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 260 CARMA BOX #29-34-13	TO+20	1/1/1963	12/31/1965	BK	29-34-13	302234	92
							29-34-13	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 261 CARMA BOX #29-34-14	TO+20	1/1/1963	12/31/1965	BK	29-34-14	302235	93
							29-34-14	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 262 CARMA BOX #29-34-15	TO+20	1/1/1963	12/31/1965	BK	29-34-15	302236	94
							29-34-15	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 263 CARMA BOX #29-34-16	TO+20	1/1/1963	12/31/1965	BK	29-34-16	302237	95
							29-34-16	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 264 CARMA BOX #29-34-17	TO+20	1/1/1963	12/31/1965	BK	29-34-17	302238	96
							29-34-17	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 265 CARMA BOX #29-34-18	TO+20	1/1/1963	12/31/1965	BK	29-34-18	302239	97
							29-34-18	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 266 CARMA BOX #29-34-19	TO+20	1/1/1963	12/31/1965	BK	29-34-19	302240	98
							29-34-19	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 267 CARMA BOX #29-34-20	TO+20	1/1/1963	12/31/1965	BK	29-34-20	302241	99
							29-34-20	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 268 CARMA BOX #29-34-21	TO+20	1/1/1963	12/31/1965	BK	29-34-21	302242	100
							29-34-21	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 269 CARMA BOX #29-34-22	TO+20	1/1/1963	12/31/1965	BK	29-34-22	302243	101
							29-34-22	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 WORK SHEETS, 1911 ACT: BOOK NO. 257 CARMA BOX #29-35-1	TO+20	1/1/1963	12/31/1965	BK	29-35-1	302244	102
							29-35-1	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 WORK SHEETS, 1911 ACT: BOOK NO. 260 CARMA BOX #29-35-10	TO+20	1/1/1963	12/31/1965	BK	29-35-10	302245	103
							29-35-10	
O001.	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1	TO+20	1/1/1963	12/31/1965	BK			104

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						29-35-11	302246	
	WORK SHEETS, 1911 ACT: BOOK NO. 267 CARMA BOX #29-35-11						29-35-11	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 WORK SHEETS, 1911 ACT: BOOK NO. 268 CARMA BOX #29-35-12	TO+20	1/1/1963	12/31/1965	BK	29-35-12	302247	105
							29-35-12	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 WORK SHEETS, 1911 ACT: BOOK NO. 269 CARMA BOX #29-35-13	TO+20	1/1/1963	12/31/1965	BK	29-35-13	302248	106
							29-35-13	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 WORK SHEETS, 1911 ACT: BOOK NO. 258 CARMA BOX #29-35-2	TO+20	1/1/1963	12/31/1965	BK	29-35-2	302249	107
							29-35-2	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 WORK SHEETS, 1911 ACT: BOOK NO. 259 CARMA BOX #29-35-3	TO+20	1/1/1963	12/31/1965	BK	29-35-3	302250	108
							29-35-3	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 WORK SHEETS, 1911 ACT: BOOK NO. 260 CARMA BOX #29-35-4	TO+20	1/1/1963	12/31/1965	BK	29-35-4	302251	109
							29-35-4	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 WORK SHEETS, 1911 ACT: BOOK NO. 261 CARMA BOX #29-35-5	TO+20	1/1/1963	12/31/1965	BK	29-35-5	302252	110
							29-35-5	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 WORK SHEETS, 1911 ACT: BOOK NO. 262 CARMA BOX #29-35-6	TO+20	1/1/1963	12/31/1965	BK	29-35-6	302253	111
							29-35-6	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 WORK SHEETS, 1911 ACT: BOOK NO. 263 CARMA BOX #29-35-7	TO+20	1/1/1963	12/31/1965	BK	29-35-7	302254	112
							29-35-7	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 WORK SHEETS, 1911 ACT: BOOK NO. 264 CARMA BOX #29-35-8	TO+20	1/1/1963	12/31/1965	BK	29-35-8	302255	113
							29-35-8	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 WORK SHEETS, 1911 ACT: BOOK NO. 265 CARMA BOX #29-35-9	TO+20	1/1/1963	12/31/1965	BK	29-35-9	302256	114
							29-35-9	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 241 CARMA BOX #36-7-1	TO+20	1/1/1960	12/31/1964	BK	36-7-1	302257	115
							36-7-1	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 250 CARMA BOX #36-7-10	TO+20	1/1/1960	12/31/1964	BK	36-7-10	302258	116
							36-7-10	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 251 CARMA BOX #36-7-11	TO+20	1/1/1960	12/31/1964	BK	36-7-11	302259	117
							36-7-11	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 252 CARMA BOX #36-7-12	TO+20	1/1/1960	12/31/1964	BK	36-7-12	302260	118
							36-7-12	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 253 CARMA BOX #36-7-13	TO+20	1/1/1960	12/31/1964	BK	36-7-13	302261	119
							36-7-13	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 254 CARMA BOX #36-7-14	TO+20	1/1/1960	12/31/1964	BK	36-7-14	302262	120
							36-7-14	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 255 CARMA BOX #36-7-15	TO+20	1/1/1960	12/31/1964	BK	36-7-15	302263	121
							36-7-15	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 256 CARMA BOX #36-7-16	TO+20	1/1/1960	12/31/1964	BK	36-7-16	302264	122
							36-7-16	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 242 CARMA BOX #36-7-2	TO+20	1/1/1960	12/31/1964	BK	36-7-2	302268	123
							36-7-2	
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 243 CARMA BOX #36-7-3	TO+20	1/1/1960	12/31/1964	BK	36-7-3	302269	124
							36-7-3	

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

Date: 6/27/2014

PAGE: Page 7 of 7

RECORDS OF: PUBLIC WORKS/BUREAU OF ENGINEERING/ASSESSMENT DIVISION

/ENG/43/

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
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 244 CARMA BOX #36-7-4	TO+20	1/1/1960	12/31/1964	BK	36-7-4	302270 36-7-4	125
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 244 CARMA BOX #36-7-5	TO+20	1/1/1960	12/31/1964	BK	36-7-5	302271 36-7-5	126
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 244 CARMA BOX #36-7-6	TO+20	1/1/1960	12/31/1964	BK	36-7-6	302272 36-7-6	127
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 247 CARMA BOX #36-7-7	TO+20	1/1/1960	12/31/1964	BK	36-7-7	302273 36-7-7	128
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 244 CARMA BOX #36-7-8	TO+20	1/1/1960	12/31/1964	BK	36-7-8	302274 36-7-8	129
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 BOND STREET ASSESSMENT ACT OF 1911: BOOK NO. 244 CARMA BOX #36-7-9	TO+20	1/1/1960	12/31/1964	BK	36-7-9	302275 36-7-9	130
O001. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - ACTS OF 1911, 1 Field Reports, Records, etc. Terminal Island Treatment Plant. Folders 20, 21, 22 of 47 total	TO+20	7/1/1974	12/31/1977		000000007 CRC	799108	131
O002. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - CHAPTER 22 AN Rosewood Avenue/Willoughby Avenue Interceptor Sewer W.O. E2000545	CL+7	11/1/1996	10/26/2001		000008730 CRC	780865	132
O002. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - CHAPTER 22 AN Rosewood Avenue/Willoughby Avenue Interceptor Sewer W.O. E2000545	CL+7	4/4/2000	10/30/2001		000008731 CRC	780866	133
O002. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - CHAPTER 22 AN Rosewood Avenue/Willoughby Avenue Interceptor Sewer W.O. E2000545	CL+7	9/27/2000	6/28/2001		000008732 CRC	780867	134
O002. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - CHAPTER 22 AN Folders 1: Change Order No.25 - Part (8/26/01-10/03/01) Folders 2-16: Change Order No.26-41 (4/26/01-10/31/01)	CL+7	1/24/1994	10/31/2001		000008733 CRC	780868	135
O002. /ENG/43/	ASSESSMENT BOOKS AND ROLLS - CHAPTER 22 AN Folder 1: Contamination/Subsurface Investigation Report from GSD (1/27/1994 - 3/24/1994)	CL+7	1/27/1994	1/19/2001		000008734 CRC	780869	136

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 136

Minus excluded boxes:

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

=====

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: _____

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

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

Department: Public Works – Engineering

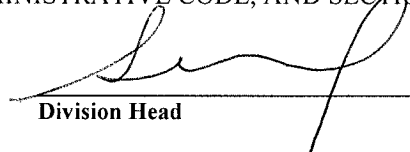
Division: 43 – WCED

= Total Number of Boxes Eligible for Destruction = 136
- Number of Boxes Excluded from Destruction -

Please indicate Box Numbers and/or Pages of any Excluded Boxes:

= **TOTAL NUMBER OF BOXES
APPROVED FOR DESTRUCTION** = 136

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: 
Division Head


Department Head

9-24-14,
Date

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"

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MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL
DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL