



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

\* **Records of Department:** Public Works: Street Lighting

**Additional Information:** BSL/01 ADMINSTRATIVE SERVICES

**Submitting Date:** 9/17/2020  Email me a copy

\* **Quantity:** 85 Boxes

**Records Dated From** 01/01/1969 **To** 11/01/2003

**Description:**  
O001. ACCOUNTING RECORDS 06/06/1985 12/29/2001 36  
O006. DAMAGE CLAIMS FILES 01/01/1969 11/01/2003 30  
O008. ENGINEERING FILES - CLOSED 01/01/1979 12/31/1985 15  
O011. MOTION PICTURE COORDINATION 01/01/1972 12/31/1981 4

**Attachment:** [2 MB max]  **BSL01 0259 85 boxes (ASD) signed 7-1-20.pdf**

## Department Authorization

**Authorizing Person:** Norma Isahakian **Date:** 07/01/2020

## City Clerk Authorization

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

**Authorizing Person:**

PETTY SANTOS

**Date Signed:**

09/17/2020

**APPROVE**

**REJECT**

**Signature:**

**Date of Notification:** 09/18/2020 (Records will be held for 60 days from this date).

**SUBMIT**

**CANCEL**

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

Date: 3/21/2019

**BOX SUMMARY BY RECORD SERIES:**

Summary Page 1 of 1

**RECORDS OF:** PUBLIC WORKS/BUREAU OF STREET LIGHTING/ADMINISTRATIVE SER /BSL/01/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O001.	ACCOUNTING RECORDS	06/06/1985	12/29/2001	TO+5	36
O006.	DAMAGE CLAIMS FILES	01/01/1969	11/01/2003	TO+15	30
O008.	ENGINEERING FILES - CLOSED	01/01/1979	12/31/1985	CL+20	15
O011.	MOTION PICTURE COORDINATION	01/01/1972	12/31/1981	TO+5	4

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **85**

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

**TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION** **85**  
 =====

**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): *Carlton Iniguez* BY (DEPT HEAD): *Norma Isabella* DATE: 07/1/20

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

Date: 3/21/2019

**BOX LISTING BY RECORD SERIES:**

Box List Page 1 of 4

**RECORDS OF:** PUBLIC WORKS/BUREAU OF STREET LIGHTING/ADMINISTRATIVE /BSL/01/

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. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 01 - 04	TO+5	06/21/1998	08/15/1998	DO	000000103 CRC	712563	1
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 05 - 08	TO+5	08/16/1998	10/10/1998	DO	000000104 CRC	712564	2
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 09 - 12	TO+5	10/11/1998	12/05/1998	DO	000000105 CRC	712565	3
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 13 - 16	TO+5	12/06/1998	01/30/1999	DO	000000106 CRC	712566	4
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 17 - 21	TO+5	01/31/1999	04/10/1999	DO	000000107 CRC	712567	5
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 22 - 25	TO+5	04/11/1999	06/05/1999	DO	000000108 CRC	712568	6
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 26 - 03	TO+5	06/06/1999	07/31/1999	DO	000000109 CRC	712569	7
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 04 - 07	TO+5	08/01/1999	09/25/1999	DO	000000110 CRC	712570	8
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 08 - 11	TO+5	09/26/1999	11/20/1999	DO	000000111 CRC	712571	9
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 12 - 15	TO+5	11/21/1999	01/15/2000	DO	000000112 CRC	712572	10
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 16 - 19	TO+5	01/16/2000	03/11/2000	DO	000000113 CRC	712573	11
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 20 - 23	TO+5	03/12/2000	05/06/2000	DO	000000114 CRC	712574	12
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 24 - 26	TO+5	05/07/2000	06/17/2000	DO	000000115 CRC	712575	13
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 01 - 03	TO+5	06/18/2000	07/29/2000	DO	000000116 CRC	712576	14
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 04 - 06	TO+5	07/30/2000	09/09/2000	DO	000000117 CRC	712577	15
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 07 - 09	TO+5	09/10/2000	10/21/2000	DO	000000118 CRC	712578	16
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 10 - 12	TO+5	10/22/2000	12/02/2000	DO	000000119 CRC	712579	17
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 13 - 15	TO+5	12/03/2000	01/13/2001	DO	000000120 CRC	712580	18
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 16 - 19	TO+5	01/14/2001	03/10/2001	DO	000000121 CRC	712581	19
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 20 - 21	TO+5	03/11/2001	04/07/2001	DO	000000122 CRC	712582	20
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 22 - 24	TO+5	04/08/2001	05/19/2001	DO	000000123 CRC	712583	21
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 25 - 27	TO+5	05/20/2001	06/30/2001	DO	000000124 CRC	712584	22
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 01 - 03	TO+5	07/01/2001	08/11/2001	DO	000000125 CRC	712585	23
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 04 - 06	TO+5	08/12/2001	09/22/2001	DO	000000126 CRC	712586	24
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 07 - 09	TO+5	09/23/2001	11/03/2001	DO	000000127 CRC	712587	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:** ALL

**Reviewer Initials:** Ben

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

**BOX LISTING BY RECORD SERIES:**

**RECORDS OF:** PUBLIC WORKS/BUREAU OF STREET LIGHTING/ADMINISTRATIVE

**/BSL/01/**

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. /BSL/01/	<b>ACCOUNTING RECORDS</b> Weekly Time Sheets PP 10 - 12	TO+5	11/04/2001	12/15/2001	DO	000000128 CRC	712588	26
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Payroll Reimbursement Register	TO+5	06/06/1985	12/31/1988	DO	000000129 CRC	712589	27
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Payroll Reimbursement Register	TO+5	01/01/1989	12/11/1993	DO	000000130 CRC	712590	28
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Payroll Reimbursement Register	TO+5	12/12/1993	05/10/1997	DO	000000131 CRC	712591	29
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Payroll Reimbursement Register	TO+5	05/11/1997	12/29/2001	DO	000000132 CRC	712592	30
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Supplemental (Payroll Worksheet)	TO+5	06/23/1985	12/30/1989	DO	000000133 CRC	712593	31
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Supplemental (Payroll Worksheet)	TO+5	12/31/1989	12/26/1992	DO	000000134 CRC	712594	32
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Supplemental (Payroll Worksheet)	TO+5	12/27/1992	12/23/1995	DO	000000135 CRC	712595	33
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Supplemental (Payroll Worksheet)	TO+5	12/24/1995	12/20/1997	DO	000000136 CRC	712596	34
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Supplemental (Payroll Worksheet)	TO+5	12/21/1997	12/18/1999	DO	000000137 CRC	712597	35
O001. /BSL/01/	<b>ACCOUNTING RECORDS</b> Supplemental (Payroll Worksheet)	TO+5	12/19/1999	12/29/2001	DO	000000138 CRC	712598	36
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> Completed Damages Files.	TO+15	01/01/1971	12/31/1971			816550	37
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> Street Lighting Damages, Claims Paid in Full. 1975-1976, K to L.	TO+15	01/01/1975	12/31/1976			805568	38
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> Damage Claims Files 1973 - 1974. Takeuchi, Ronald, to Zurn Engineering	TO+15	01/01/1973	12/31/1974			43898	39
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> Claims Paid in Full: Dept. of Traffic: Surnames Ma - Y; 1976.	TO+15	01/01/1976	12/31/1976	DO	000000002 CRC	8839	40
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> Claims Paid in Full: Surnames F-Z; 1977.	TO+15	01/01/1977	12/31/1977		000000004 CRC	14017	41
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> Completed Damages Files. Cases settled in 1977: HADLEY - POTTER.	TO+15	01/01/1977	12/31/1977		000000005 CRC	14027	42
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> Collections: Acero - Moon. Approx. 1974 - 1980.	TO+15	01/01/1974	12/31/1980		000000006 CRC	75379	43
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> Claims Paid in Full: Surnames A-Z; 1977.	TO+15	01/01/1977	12/31/1977		000000006 CRC	14037	44
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> Collections (cancelled/paid claims) as of March, 1981: Cruz - Triolzi	TO+15	03/01/1981	03/31/1981		000000007	75380	45
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> Property Damage Claims Files: Dragicevic - Ginsberg. 1969.	TO+15	01/01/1969	12/31/1969		000000063 CRC	25284	46
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> Street Lighting Damages, Claims Paid in Full. 1969, Acosta - Bernstein..	TO+15	01/01/1969	12/31/1969		000000074 CRC	812785	47
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (30081 - 30290)	TO+15	03/15/2002	08/19/2003		000000282 CRC	833262	48
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (30080 - 30181)	TO+15	03/14/2002	05/23/2003		000000284 CRC	833263	49
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (29461 - 29560)	TO+15	12/21/2000	01/02/2001		000000292 CRC	833246	50

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

Date: 3/21/2019

**BOX LISTING BY RECORD SERIES:**

Box List Page 3 of 4

**RECORDS OF:** PUBLIC WORKS/BUREAU OF STREET LIGHTING/ADMINISTRATIVE

**/BSL/01/**

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (29501 - 29330)	TO+15	07/17/2000	03/09/2001		000000293 CRC	833247	51
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (29811 - 29810)	TO+15	03/13/2001	07/29/2001		000000294 CRC	833248	52
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (29711 - 29590)	TO+15	12/25/2000	06/17/2001		000000295 CRC	833249	53
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES D (L0280486 - L0380019)	TO+15	06/01/2002	11/12/2002		000000315 CRC	833250	54
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES D (L0180428 - L0180699)	TO+15	01/24/2001	07/12/2001		000000316 CRC	833251	55
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES D (L0179972 - L0180040)	TO+15	02/10/2000	10/25/2000		000000317 CRC	833252	56
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (89742 - 8980466)	TO+15	11/07/1987	08/20/1988		000000318 CRC	833253	57
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (27080 - 26601)	TO+15	03/08/1993	04/25/1995		000000319 CRC	833254	58
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (24148 - 29330)	TO+15	08/22/1989	03/28/2000		000000320 CRC	833255	59
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (24700 - 25625)	TO+15	04/29/1990	10/12/1991		000000321 CRC	833256	60
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (25799 - 26600)	TO+15	12/29/1991	06/22/1993		000000322 CRC	833257	61
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (28878 - 28930)	TO+15	11/13/1999	07/01/2000		000000323 CRC	833258	62
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES D (L0180500 - L9980499)	TO+15	01/05/2001	08/12/2001		000000324 CRC	833259	63
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES D (L0280107 - L0279923)	TO+15	07/11/2001	11/13/2001		000000325 CRC	833260	64
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (27083 - 28579)	TO+15	01/05/1999	07/01/1999		000000326 CRC	833261	65
O006. /BSL/01/	<b>DAMAGE CLAIMS FILES</b> DAMAGE CLAIMS FILES A (13927 - 5599)	TO+15	01/07/2003	11/01/2003		000000327 CRC	833227	66
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	01/01/1985	12/31/1985	DO	000000011 CRC	120384	67
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	01/01/1985	10/31/1985	DO	000000012 CRC	120385	68
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	01/01/1984	12/31/1984	DO	000000013 CRC	120386	69
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	01/01/1985	12/31/1985	DO	000000017 CRC	120390	70
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	02/01/1985	12/31/1985	DO	000000023 CRC	120396	71
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	01/01/1985	12/31/1985	DO	000000027 CRC	120400	72
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	01/01/1985	07/31/1985	DO	000000028 CRC	120401	73
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	01/01/1985	10/31/1985	DO	000000030 CRC	120403	74
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	01/01/1984	10/31/1985	DO	000000033 CRC	120406	75

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

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

**BOX LISTING BY RECORD SERIES:**

**RECORDS OF:** PUBLIC WORKS/BUREAU OF STREET LIGHTING/ADMINISTRATIVE

**/BSL/01/**

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
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	01/01/1985	11/30/1985	DO	000000034 CRC	120407	76
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	01/01/1985	12/31/1985	DO	000000036 CRC	120409	77
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	02/01/1985	11/30/1985	DO	000000043 CRC	120416	78
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	01/01/1985	11/30/1985	DO	000000045 CRC	120418	79
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	01/01/1979	12/31/1983	DO	000000052 CRC	120425	80
O008. /BSL/01/	<b>ENGINEERING FILES - CLOSED</b> ENGINEERING FILES - CLOSED	CL+20	07/01/1984	10/31/1985	DO	000000053 CRC	120426	81
O011. /BSL/01/	<b>MOTION PICTURE COORDINATION</b> Subject files 1972-1979, including Film Development Committee minutes 1974-1979.	TO+5	01/01/1972	12/31/1979	DO	CRC	75402	82
O011. /BSL/01/	<b>MOTION PICTURE COORDINATION</b> Still Photography Riders 1978-1980; Daily Cash and Permit Transmittals 1980.	TO+5	01/01/1978	12/31/1980	DO	CRC	75404	83
O011. /BSL/01/	<b>MOTION PICTURE COORDINATION</b> Film Permit Receipt Books # 372481 to 374560; 1981.	TO+5	01/01/1975	12/31/1981	DO	000000002 CRC	75403	84
O011. /BSL/01/	<b>MOTION PICTURE COORDINATION</b> Film Permit Receipt Books # 36850 to 372460; 1980-1981.	TO+5	01/01/1980	12/31/1981	DO	000000004 CRC	75405	85

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

85

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

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

**Number Boxes to be Destroyed This Page:** ALL

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