



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

***Records of Department:** Public Works: Street Services

Additional Information: ADMINISTRATIVE SERVICES AND SRS (STM/005)

Submitting Date: 7/26/2018 Email me a copy

***Quantity:** 6 Boxes

Records Dated From 1/1/1961 **To** 12/31/1979

Description: 6 BOXES OF CORRESPONDENCE AND SUBJECT FILES FROM 1961 - 1979

Attachment: [2 MB max] [STM005 6 boxes.pdf](#)

Department Authorization

Authorizing Person: Stephanie Clements **Date:** 10/31/2017

City Clerk Authorization

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

Authorizing Person:

SHANNON HOPPE

APPROVE

REJECT

Date Signed:

Signature:

07/26/2018

Date of Notification: 07/31/2018 (Records will be held for 60 days from this date).

SUBMIT

CANCEL

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 10/27/2017

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: ADMIN SERVICES/ADMIN AND SRS

/STM/005/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O006.	CORRESPONDENCE AND SUBJECT FILES	1/1/1961	12/31/1979	AR+2	6
<u>Excluded Boxes:</u>					6
TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION					6
Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)					
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION					<u>6</u>

Instructions to Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be lined out on the page and the total at the bottom of the page and on this summary page adjusted accordingly. Department head must sign this page below. Return report to City Clerk's Office.

DEPARTMENT AUTHORIZATION:

I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD):

BY (DEPT HEAD):

DATE:

10/31/17

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

Date: 10/27/2017

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 1

RECORDS OF: ADMIN SERVICES/ADMIN AND SRS

/STM/005/

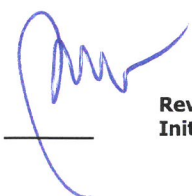
SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O006. /STM/005/	CORRESPONDENCE AND SUBJECT FILES Measures of Effectivness: Photographed Standards 1977	AR+2	1/1/1972	12/31/1979	DO		82801	1
O006. /STM/005/	CORRESPONDENCE AND SUBJECT FILES Interim Assistance Program: Street Resurfacing Files: Streets Ave. 33 - Thorpe Ave; 1970-1971.	AR+2	1/1/1970	12/31/1971			31230	2
O006. /STM/005/	CORRESPONDENCE AND SUBJECT FILES Interim Assistance Program: Administrative files. Alphabetical A - W. Dates approximate.	AR+2	1/1/1970	12/31/1971			808081	3
O006. /STM/005/	CORRESPONDENCE AND SUBJECT FILES Admin & Technical Svcs Division: Monthly Affirmative Action Plan 1976 - June 1979	AR+2	1/1/1961	12/31/1978		000000005	64978	4
O006. /STM/005/	CORRESPONDENCE AND SUBJECT FILES Interim Assistance Program files, 1971 - 1972.	AR+2	1/1/1971	12/31/1972		000000017	31224	5
O006. /STM/005/	CORRESPONDENCE AND SUBJECT FILES Interim Assistance Program: Watts; 1970, dates approximate.	AR+2	1/1/1970	12/31/1970		000000018	31226	6

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 6

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: _____



Reviewer Initials: _____