



# CITY OF LOS ANGELES

## NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

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

**Additional Information:** STREET TREE (URBAN FORESTRY) DIVISION (STM/404)

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

**\*Quantity:** 25 Boxes

**Records Dated From** 1/1/1980 **To** 12/31/2007

**Description:**  
2 BOXES D006. SERVICE REQUEST MEMORANDUM 1980 – 1980  
1 BOX D007. SUBDIVISION FILES 1984 - 1997  
14 BOXES 0006. DAMAGE CLAIM AND CITY ATTORNEY FILES 2003 - 2004  
8 BOXES 0013. STREET TREE FILE 2004 - 2007

**Attachment:** [2 MB max]  [STM404 25 boxes.pdf](#)

### Department Authorization

**Authorizing Person:** Stephanie Clements **Date:** 07/18/2018

### 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

**Date Signed:**

07/26/2018

**APPROVE**

**REJECT**

**Signature:**

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

**SUBMIT**

**CANCEL**

Text

2 BOXES D006. SERVICE REQUEST MEMORANDUM 1980 - 1980  
1 BOX D007. SUBDIVISION FILES 1984 - 1997  
14 BOXES 0006. DAMAGE CLAIM AND CITY ATTORNEY FILES 2003 - 2004  
8 BOXES 0013. STREET TREE FILE 2004 - 2007

**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:** STREET TREE DIVISION

/STM/404/

| SCHD<br>ITEM<br>NO. | Record Series Title                  | From     | To         | TOTAL<br>RETENTION<br>PERIOD | Total<br>Boxes |
|---------------------|--------------------------------------|----------|------------|------------------------------|----------------|
| D006.               | SERVICE REQUEST MEMORANDUM (1290)    | 1/1/1980 | 12/31/1980 | TO+10                        | 2              |
| D007.               | SUBDIVISION FILES                    | 1/1/1984 | 6/30/1997  | CL+20                        | 1              |
| O006.               | DAMAGE CLAIM AND CITY ATTORNEY FILES | 1/1/2003 | 12/31/2004 | CL+10                        | 14             |
| O013.               | STREET TREE FILE                     | 1/1/2004 | 12/31/2007 | CL+10                        | 158            |

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

32 ~~32~~

Minus excluded boxes:

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

- 87

**TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION**

25  
=====

**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):

*[Signature]*

BY (DEPT HEAD):

*[Signature]*

DATE:

7/18/10

**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 2

| RECORDS OF:                    |  | STREET TREE DIVISION         |                                |                       | /STM/404/     |                              |                     |               |
|--------------------------------|--|------------------------------|--------------------------------|-----------------------|---------------|------------------------------|---------------------|---------------|
| SCHD<br>ITEM<br>NO.            | RECORD SERIES TITLE<br>DESCRIPTION OF BOX CONTENTS                           | TOTAL<br>RETENTION<br>PERIOD | --INCLUSIVE DATES--<br>FROM TO |                       | MEDIA<br>CODE | DEPT.<br>BOX<br>NO.          | CRC<br>(BOX)<br>NO. | COUNT         |
| D006.<br>/STM/404/             | <b>SERVICE REQUEST MEMORANDUM (1290)</b><br>Service Request Memorandum 1980. | TO+10                        | 1/1/1980                       | 12/31/1980            | DO            | 000000001<br>CRC             | 72781               | 1             |
| D006.<br>/STM/404/             | <b>SERVICE REQUEST MEMORANDUM (1290)</b><br>Service Request Memorandum 1980. | TO+10                        | 1/1/1980                       | 12/31/1980            | DO            | 000000002<br>CRC             | 72782               | 2             |
| D007.<br>/STM/404/             | <b>SUBDIVISION FILES</b><br>CORAL TREE 96/97 - 84 SPECIAL PROJECTS 1987      | CL+20                        | 1/1/1984                       | 6/30/1997             |               | 000004352<br>CRC             | 733690              | 3             |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2004 Claims M-Q               | CL+10                        | 1/1/2004                       | 12/31/2004            |               | 000004652<br>CRC             | 763653              | 4             |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2004 Claims Ra-Ste            | CL+10                        | 1/1/2004                       | 12/31/2004            |               | 000004653<br>CRC             | 763654              | 5             |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2004 Claims D-G               | CL+10                        | 1/1/2004                       | 12/31/2004            |               | 000004654<br>CRC             | 763655              | 6             |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2004 Claims H-L               | CL+10                        | 1/1/2004                       | 12/31/2004            |               | 000004655<br>CRC             | 763656              | 7             |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2004 Claims A-C               | CL+10                        | 1/1/2004                       | 12/31/2004            |               | 000004656<br>CRC             | 763657              | 8             |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2003 Claims Ra-Sm             | CL+10                        | 1/1/2003                       | 12/31/2003            |               | 000004657<br>CRC             | 763658              | 9             |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2003 Claims A-Ce              | CL+10                        | 1/1/2003                       | 12/31/2003            |               | 000004658<br>CRC             | 763659              | 10            |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2003 Claims So-W              | CL+10                        | 1/1/2003                       | 12/31/2003            |               | 000004659<br>CRC             | 763660              | 11            |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2003 Claims Cha-F             | CL+10                        | 1/1/2003                       | 12/31/2003            |               | 000004660<br>CRC             | 763661              | 12            |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2003 Claims Mo-P              | CL+10                        | 1/1/2003                       | 12/31/2003            |               | 000004661<br>CRC             | 763662              | 13            |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2003 Claims G-J               | CL+10                        | 1/1/2003                       | 12/31/2003            |               | 000004662<br>CRC             | 763663              | 14            |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2003 Claims K-M               | CL+10                        | 1/1/2003                       | 12/31/2003            |               | 000004663<br>CRC             | 763664              | 15            |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>2004 Claims S-Z               | CL+10                        | 1/1/2004                       | 12/31/2004            |               | 000004664<br>CRC             | 763665              | 16            |
| O006.<br>/STM/404/             | <b>DAMAGE CLAIM AND CITY ATTORNEY FILES</b><br>Possible Claims               | CL+10                        | 1/1/2003                       | 12/31/2003            |               | 3670<br>CRC                  | 645328              | 17            |
| O013.<br>/STM/404/             | <b>STREET TREE FILE</b><br>CONSTITUENT LETTERS                               | CL+10                        | 1/1/2004                       | 12/3/2005             |               | 000004353<br>CRC             | 733691              | 18            |
| O013.<br>/STM/404/             | <b>STREET TREE FILE</b><br>CONSTITUENT LETTERS                               | CL+10                        | 1/1/2004                       | 12/3/2005             |               | 000004354<br>CRC             | 733692              | 19            |
| <del>O013.<br/>/STM/404/</del> | <del><b>STREET TREE FILE</b><br/>2005 Board Report Jan-March</del>           | <del>CL+10</del>             | <del>1/1/2005</del>            | <del>12/31/2005</del> |               | <del>000004625<br/>CRC</del> | <del>763626</del>   | <del>20</del> |
| <del>O013.<br/>/STM/404/</del> | <del><b>STREET TREE FILE</b><br/>2005 Board Report Apr-Jun</del>             | <del>CL+10</del>             | <del>1/1/2005</del>            | <del>12/31/2005</del> |               | <del>000004626<br/>CRC</del> | <del>763627</del>   | <del>21</del> |
| <del>O013.<br/>/STM/404/</del> | <del><b>STREET TREE FILE</b><br/>2005 Board Report June-Sept</del>           | <del>CL+10</del>             | <del>1/1/2005</del>            | <del>12/31/2005</del> |               | <del>000004627<br/>CRC</del> | <del>763628</del>   | <del>22</del> |
| <del>O013.<br/>/STM/404/</del> | <del><b>STREET TREE FILE</b><br/>2005 Board Report May-Aug</del>             | <del>CL+10</del>             | <del>1/1/2004</del>            | <del>12/31/2004</del> |               | <del>000004628<br/>CRC</del> | <del>763629</del>   | <del>23</del> |
| <del>O013.<br/>/STM/404/</del> | <del><b>STREET TREE FILE</b><br/>2005 Board Report Sept-Dec</del>            | <del>CL+10</del>             | <del>1/1/2005</del>            | <del>12/31/2005</del> |               | <del>000004629<br/>CRC</del> | <del>763630</del>   | <del>24</del> |
| <del>O013.<br/>/STM/404/</del> | <del><b>STREET TREE FILE</b><br/>2004 Board Report Sept-Dec</del>            | <del>CL+10</del>             | <del>1/1/2004</del>            | <del>12/31/2004</del> |               | <del>000004630<br/>CRC</del> | <del>763631</del>   | <del>25</del> |

**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:** 19

**Reviewer Initials:** \_\_\_\_\_

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

Date: 10/27/2017

**BOX LISTING BY RECORD SERIES:**

Box List Page 2 of 2

**RECORDS OF:** STREET TREE DIVISION

**/STM/404/**

| SCHD<br>ITEM<br>NO.            | RECORD SERIES TITLE<br>DESCRIPTION OF BOX CONTENTS        | TOTAL<br>RETENTION<br>PERIOD | --INCLUSIVE DATES--<br>FROM TO |                       | MEDIA<br>CODE                | DEPT.<br>BOX<br>NO. | CRC<br>(BOX)<br>NO. | COUNT |
|--------------------------------|---|------------------------------|--------------------------------|-----------------------|------------------------------|---------------------|---------------------|-------|
| <del>0013.<br/>/STM/404/</del> | <del>STREET TREE FILE<br/>2004 Board Report Jan-Apr</del> | <del>CL+10</del>             | <del>1/1/2004</del>            | <del>12/31/2004</del> | <del>000004631<br/>CRC</del> | <del>763632</del>   | <del>26</del>       |       |
| 0013.<br>/STM/404/             | STREET TREE FILE<br>2006 Board Report Jan-May             | CL+10                        | 1/1/2006                       | 5/31/2006             | 000004646<br>CRC             | 763647              | 27                  |       |
| 0013.<br>/STM/404/             | STREET TREE FILE<br>2006 Board Report Nov-Dec             | CL+10                        | 11/1/2006                      | 12/31/2006            | 000004647<br>CRC             | 763648              | 28                  |       |
| 0013.<br>/STM/404/             | STREET TREE FILE<br>2006 Board Report June-Oct            | CL+10                        | 6/1/2006                       | 10/31/2006            | 000004648<br>CRC             | 763649              | 29                  |       |
| 0013.<br>/STM/404/             | STREET TREE FILE<br>2007 Board Report A-G                 | CL+10                        | 1/1/2007                       | 12/31/2007            | 000004649<br>CRC             | 763650              | 30                  |       |
| 0013.<br>/STM/404/             | STREET TREE FILE<br>2007 Board Report H-Q                 | CL+10                        | 1/1/2007                       | 12/31/2007            | 000004650<br>CRC             | 763651              | 31                  |       |
| 0013.<br>/STM/404/             | STREET TREE FILE<br>2007 Board Report P-#s                | CL+10                        | 1/1/2007                       | 12/31/2007            | 000004651<br>CRC             | 763652              | 32                  |       |

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

32

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

→ Please deliver to WFD per Tim Tyson  
 All other docs OK to be destroyed 6.12.18

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**Number Boxes to be Destroyed This Page:** 6

**Reviewer Initials:** \_\_\_\_\_