



CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

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

Additional Information: STM/400 STREET USE INSPECTION DIVISION

Submitting Date: 9/5/2018 Email me a copy

***Quantity:** 16 Boxes

Records Dated From 1/1/1971 **To** 12/31/1983

Description: 16 BOXES OF: CITATIONS, CORRESPONDENCE AND SUBJECT FILES, ENGINEERING/JOINT BOARD REPORTS, PERMIT TO MOVE HOUSE/BUILDING, STREET CLOSURE AND SELLING ACTIVITY, TIMEKEEPING RECORDS FROM 171-1983

Attachment: [2 MB max] [STM400 120-170 16 boxes SSIED destruction 7-2018.pdf](#)

Department Authorization

Authorizing Person: Stephanie Clements **Date:** 07/24/2018

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

09/05/2018

APPROVE

REJECT

Signature:

Date of Notification: 09/05/2018

(Records will be held for 60 days from this date).

SUBMIT

CANCEL

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 6/8/2018

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: STREET USE INSPECTION DIVISION

/STM/400/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O013.	CITATION (INSPECTION) (398)	01/01/1971	12/31/1975	CL+2	1
O015.	CORRESPONDENCE AND SUBJECT FILES	01/01/1980	12/31/1983	AR+2	3
O017.	ENGINEERING/JOINT BOARD REPORTS	01/01/1980	12/31/1981	TO+10	1
O035.	PERMIT TO MOVE HOUSE/BUILDING	01/01/1973	12/31/1981	TO+2	4
O039.	STREET CLOSURE AND SELLING ACTIVITY	01/01/1981	06/30/1983	TO+2	5
O042.	TIMEKEEPING RECORDS	05/01/1981	07/31/1982	TO+2	2

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

16

Minus excluded boxes:

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

14

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

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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):

[Handwritten signature]
for
GHT

BY (DEPT HEAD):

[Handwritten signature]

DATE:

[Handwritten date]
24 July 18

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 6/8/2018

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 1

RECORDS OF: STREET USE INSPECTION DIVISION

/STM/400/

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
O013. /STM/400/	CITATION (INSPECTION) (398) Citation files: Bey - Winchell. Approx. 1971 - 1975	CL+2	01/01/1971	12/31/1975	DO	00000068	799664	1
O015. /STM/400/	CORRESPONDENCE AND SUBJECT FILES Actions by City Council or BPW: Streets A-103rd, 1983	AR+2	01/01/1983	12/31/1983			10935	2
O015. /STM/400/	CORRESPONDENCE AND SUBJECT FILES Misc Subject Files	AR+2	01/01/1980	12/31/1980		00000003	800407	3
O015. /STM/400/	CORRESPONDENCE AND SUBJECT FILES 1981 - 1982: Misc. Files, inc. Demolitions 1981; Administration Lee Brown.	AR+2	01/01/1981	12/31/1982		00000062	800409	4
O017. /STM/400/	ENGINEERING/JOINT BOARD REPORTS Joint Reports 1980 - 1981	TO+10	01/01/1980	12/31/1981		00000064	800479	5
O035. /STM/400/	PERMIT TO MOVE HOUSE/BUILDING Permits to move House/Building: 8/26/1980 - 10/2/1981	TO+2	08/26/1980	10/02/1981		00000015	86112	6
O035. /STM/400/	PERMIT TO MOVE HOUSE/BUILDING Permits to move House/Building: 1977 - 1979	TO+2	01/01/1976	12/31/1979		00000017	86114	7
O035. /STM/400/	PERMIT TO MOVE HOUSE/BUILDING Permits to move House/Building: 1977 - 1981.	TO+2	01/01/1977	12/31/1981		00000019	86116	8
O035. /STM/400/	PERMIT TO MOVE HOUSE/BUILDING Permits to move House/Building: 1973-1980.	TO+2	01/01/1973	12/31/1980		00000018	86115	9
O039. /STM/400/	STREET CLOSURE AND SELLING ACTIVITY Temporary Street Closures - applications, correspondence, etc.	TO+2	08/01/1982	06/30/1983		00000003	800406	10
O039. /STM/400/	STREET CLOSURE AND SELLING ACTIVITY "1982 Location File - A-F"	TO+2	01/01/1982	12/31/1982		00000037	800436	11
O039. /STM/400/	STREET CLOSURE AND SELLING ACTIVITY "1982 Location File - G-R"	TO+2	01/01/1982	12/31/1982		00000038	800478	12
O039. /STM/400/	STREET CLOSURE AND SELLING ACTIVITY "1981 Location File - W-100&Up"	TO+2	01/01/1981	12/31/1981		00000062	800410	13
O039. /STM/400/	STREET CLOSURE AND SELLING ACTIVITY "1981 Location File - G-M"	TO+2	01/01/1981	12/31/1981		00000062	800474	14
O042. /STM/400/	TIMEKEEPING RECORDS Weekly Timesheets May - Oct. 1981.	TO+2	05/01/1981	10/31/1981		00000006	25026	15
O042. /STM/400/	TIMEKEEPING RECORDS Weekly Timesheets Nov. 1981 - July 1982.	TO+2	11/01/1981	07/31/1982		00000007	25028	16

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

16

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