

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: BUILDING AND SAFETY/DOC AUTOMATED FILING/WD PROCESSING**

**/BAS/18/** *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		Media Office	Total	Code	Record Type V H C L			
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/BAS/18/	O	ORIGINAL RECORDS									
/BAS/18/	O001.	Building Permit Index Microfiche (1951- 1980) Record Type: Historical An alphabetical by street address index of bldg permits issued from 1951-1980.  ADDED BY: CF 90-0632 (Moved from BAS/20) NOTE: Items BAS/18 O001 and O002 previously deleted form Orig Sch BS-41, Itms 7-8 (Rev 1, dtd 3/6/90); moved to Orig Sch BS-20, Itms 16-17 (Rev 1, dtd 3/6/90); & are now being moved to newly-created Orig Sch BS-18, Items 1 & 2.  *All master microfilm shall be stored at the "Archives" at Records Center permanently..	TO+0/06	PE	MF		Y				
/BAS/18/	O002.	Building Permit Microfilm (Hist'l & Current) Master Silver Film (1905 - Present) Record Type: Vital Historical Historical = Permits Issued 1905-1981 (Partial), Reels P1000-P2158+ Current = Permits & bldg prmt Change of Address forms 1981 (partial) to current, Reels P1 - current reels #'s  ADDED BY: CF 90-0632 (Moved from BAS/20) NOTE: Items BAS/18 O001 and O002 previously deleted form Orig Sch BS-41, Itms 7-8 (Rev 1, dtd 3/6/90); moved to Orig Sch BS-20, Itms 16-17 (Rev 1, dtd 3/6/90); & are now being moved to newly-created Orig Sch BS-18, Items 1 & 2.  *All master microfilm shall be stored at the "Archives" at Records Center permanently..	TO+0/06	PE	MF		Y	Y			
/BAS/18/	O003.	Building Plans/Plan Maintenance Microfilm Master Silver Film Record Type: Vital Historical Orig plans destroyed after film is edited & images have been indexed in the Department's Document Automated Filing System (DAFS)  ADDED BY: CF 90-0632	TO+0/06	PE	MF		Y	Y			
/BAS/18/	O004.	Historical Certificates of Occupancy Microfilm Master Silver Film Record Type: Vital Historical Reels 0-1 Thru 0-26 (1972 - 1984) Reels 0-101 Thru 0-328 and 0-400 Thru 0-401 (1925 - 1971)	TO+0/06	PE	MF		Y	Y			

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/BAS/18/	O005.	ADDED BY: CF 90-0632 (Moved from BAS/20) Historical Range Files Microfilm Master Silver Film Record Type: Historical Reels R1 Thru R187 (1948 - 1981)	TO+0/06	PE	MF					Y	
/BAS/18/	O006.	ADDED BY: CF 90-0632 (Moved from BAS/20) Master Plan Maintenance/Over-Sized Documents Aperture Cards Record Type: Vital Historical  Contain over-sized exhibits for administrative approvals, Board Files, Grading docs, & Range Files, & Construction Plans for docs/plans created from 1976 to 7/1/85.	TO+0/06	PE						Y	Y
/BAS/18/	O007.	ADDED BY: CF 90-0632 Historical Grading Files Microfilm Master Silver Film RECORD TYPE: Historical Reels G1 Thru G182 (1963-1984)  Historical Grading Files Microfilm were never listed on anyone's schedule but were previously sent to Records Center Archives under Schedule BS-20 without an item number (transfer list dated 2/10/90).	TO+0/06	PE	MF					Y	
/BAS/18/	O008.	ADDED BY: CF 90-0632 Mechanical Permits Microfilm Master Silver Film Record Type: Historical Reels T1 Thru T223 (1985-1990)  Mechanical Permits Microfilm were never listed on anyone's schedule but were previously sent to Records Center Archives under Schedule BS-41, Item 8 (records transfer list dated 6/19/92) and Schedule BS-20, Item 17 (transfer list dated 2/10/90).	TO+0/06	PE	MF					Y	
/BAS/18/	O009.	ADDED BY: CF 90-0632 Board Files Microfilm Master Silver Film Record Type: Vital Historical Reels begin w/B1 (1972-Present)  Board Files Microfilm were never listed on anyone's schedule but were previously sent to Records Center Archives under	TO+0/06	PE	MF					Y	Y

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Schedule BS-20, Item 17 (transfer list dated 2/10/90).

/BAS/18/	0010.	ADDED BY: CF 90-0632 <b>20-Year File Cards Microfilm Master Silver Film</b> Record Type: Historical Reels 1 Thru 59 (1905-1955) Address Index cards containing bldg permit information for the years 1905-1955.  20-Year File Cards Microfilm were never listed on anyone's schedule but were previously sent to Records Center Archives under Schedule BS-20, Item 17 (transfer list dated 2/10/90).	TO+0/06	PE				Y			
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/BAS/18/	0011.	ADDED BY: CF 90-0632 <b>Miscellaneous Documents Reel Type</b> Record Type: Vital Historical Created beginning in 1982 to capture various docs w/c include the following: SEE EXTENDED DESCRIPTION  Miscellaneous Documents Microfilm were never listed on anyone's schedule but were previously sent to Records Center Archives under Schedule 41, Item 8 (transfer list dated 6/19/92) and Schedule 20 without an item number (transfer list dated 3/5/90).	TO+0/06	PE			MF	Y	Y		
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ADDED BY: CF 90-0632  
 Administrative Ltrs (1982-1987)  
 Affidavits/Ords/ZI'z (1950-Present)  
 Cert of Bldg Compl (1985-Present)  
 Cert of Housing Compl (1984-1985)  
 Cert of Occupancy (1984-1985)  
 Temp Cert of Occ (1988-Present)  
 Earthquake Certs (1981-Present)  
 Grading Documents (1984-Present)  
 Parapet Files (1949-19700)  
 Range Files (1981-Present)  
 Report of Compliance (1984-1991)  
 Security Bar Cert (1986-Present)  
 Water Cons Cert (1988-Present)

/BAS/18/	0012.	<b>Annexed Land Files Microfilm</b> RECORD TYPE: Vital Historical FILM CONTAINING PERMIT AND CONSTRUCTION DOCUMENTS ISSUED FOR PARCELS BY JURISDICTION OTHER	TO+0/06	PE			MF	Y	Y		
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THAN THE CITY OF LOS ANGELES BEFORE PARCELS WERE ANNEXED BY THE CITY OF L. A.

Annexed land files microfilm were never listed on anyone's schedule.

ADDED BY: CF 90-0632

/BAS/18/	O013.	E-PLANS	PE	PE	EL	Y	Y		
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