

MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 1 4 - 0 2 6 1

REPORT RE:

JUN 0 2 2014

**REQUEST TO DESTROY CERTAIN OBSOLETE RECORDS FROM THE
DEPARTMENT OF TRANSPORTATION, VARIOUS DIVISIONS
(DOT/02,12,13,14,16,31,33,72,75 AND 76 – 274 BOXES)
FOR THE PERIOD OF 01/01/1954 - 12/31/2011**

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 North Spring Street
Los Angeles, CA 90012

Honorable Members:

Transmitted herewith is a request by the Department of Transportation – Liability Claims Management Division (DOT/02 2 boxes), Master Files Division (DOT/12 17 boxes), Traffic Control Records Division (DOT/13 134 boxes), Payroll Division (DOT/14 4 boxes), Accounting Division (DOT/16 25 boxes), Rates & Franchise Division (DOT/31 4 boxes), Regulation and Enforcement Division (DOT/33 70 boxes), Regulation Analysis Division (DOT/72 1 box), Parking Meter Management Division (DOT/75 4 boxes) and Off-Street Parking Division (DOT/76 11 boxes) -- to destroy certain obsolete records for the period of 01/01/1954 – 12/31/2011.

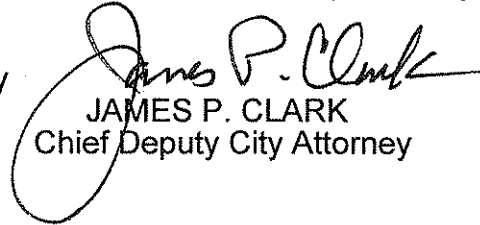
This Office finds that this request for destruction of obsolete records has been processed in accordance with the requirements of Los Angeles Administrative Code (LAAC) Section 12.5 and accordingly approves the destruction thereof.

Also attached to this letter is a certification of the City Clerk and a form of resolution as required by LAAC Section 12.5. Should you have any questions, please contact Deputy City Attorney Michael Nagle at (213) 978-8141.

Very truly yours,

MICHAEL N. FEUER, City Attorney

By



JAMES P. CLARK
Chief Deputy City Attorney


Transmittal

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: May 19, 2014

TO: Honorable Mike Feuer, City Attorney
Room 800, City Hall East

FROM: 
Holly L. Wolcott, Interim City Clerk

SUBJECT: REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Attached is a Request for Authority to Destroy Obsolete Records from the Los Angeles Department of Transportation, signed by the authorized designees on the date indicated and for the period listed below:

DEPARTMENT/DESIGNEE	DATES OF RECORDS
Department of Transportation (274 boxes)	01/01/1954 - 12/31/2011
Liability Claims Management Division (DOT/02 4 boxes from 2002 - 2003)	
Master Files Division (DOT/12 17 boxes from 2003 - 2011)	
Traffic Control Records Division (DOT/13 134 boxes from 1985 - 2003)	
Payroll Division (DOT/14 4 boxes from 2000 - 2003)	
Accounting Division (DOT/16 25 boxes from 1971 - 2009)	
Rates & Franchise Division (DOT/31) 4 boxes from 1983 - 2008)	
Regulation and Enforcement Division (DOT/33) 70 boxes from 1969 - 2011)	
Regulation Analysis Division (DOT/72) 1 box from 1980 - 1980)	
Parking Meter Management Division (DOT/75 4 boxes from 1987 - 1988)	
Off-Street Parking Division (DOT/76 11 boxes from 1954 - 1988)	
Robert Andalon and Detrich B. Allen	

CITY CLERK RECORDS REVIEW

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Destroy 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. This file is therefore forwarded to your office for review and confirmation of consent on the attached Consolidated Request for Authority to Destroy Obsolete Records (Form Gen. 48a).

FISCAL IMPACT STATEMENT

The retention of 274 records boxes beyond the required retention time period, based on industry commercial standard rates, will continue to cost the City the equivalent of a minimum of \$44.39 per month, or \$532.66 per year.

Please return this letter and the enclosed documents to the City Clerk's Office for further processing to the City Council. If you have any questions please contact Todd Gaydowski of my Records Management Division at (213) 473-8449.

HLW:TG
Attachments

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE:

TO: Honorable Mike Feuer, City Attorney
Room 800, City Hall East

FROM: Holly L. Wolcott, Interim City Clerk

SUBJECT: REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

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Traffic Control Records Division (DOT/13 134 boxes from 1985 - 2003)	
Payroll Division (DOT/14 4 boxes from 2000 - 2003)	
Accounting Division (DOT/16 25 boxes from 1971 - 2009)	
Rates & Franchise Division (DOT/31) 4 boxes from 1983 - 2008)	
Regulation and Enforcement Division (DOT/33) 70 boxes from 1969 - 2011)	
Regulation Analysis Division (DOT/72) 1 box from 1980 - 1980)	
Parking Meter Management Division (DOT/75 4 boxes from 1987 - 1988)	
Off-Street Parking Division (DOT/76 11 boxes from 1954 - 1988)	
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HLW:TG
Attachments

RESOLUTION

WHEREAS, the City Clerk has submitted a request for authority to destroy 274 boxes of obsolete records from 1954 through 2011 from the Los Angeles Department of Transportation, and the request is signed by authorized designees Robert Andalon and Detrich B. Allen, and is dated April 18, 2014; and

WHEREAS, said records are fully described on the attached Request for Authority to Destroy Obsolete Records and are certified for destruction by the head of said department; and

WHEREAS, none of said records: (a) affect title to real property or liens thereon; (b) are records of any court or any records required to be held by State statute; (c) are less than 2 years old, except those records with a shorter retention period specified by law; or (d) are minutes, ordinances, or resolutions of the City Council of the City of Los Angeles, or of any Board or Commission thereof; and

WHEREAS, all other provisions of Section 12.5 of the Los Angeles Administrative Code have been complied with.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Los Angeles, that, pursuant to the provisions of Section 12.5 of the Los Angeles Administrative Code, the destruction of said records within the limitations recommended by the Information Technology and Governmental Affairs Committee is hereby approved.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Los Angeles City Council at its meeting of _____.

HOLLY L. WOLCOTT – INTERIM CITY CLERK

BY _____

Deputy

Council File No. _____

AUTHORITY TO DESTROY OBSOLETE RECORDS

Honorable Council of the City of Los Angeles

The following departments respectfully request authority to destroy the obsolete records listed herein. The records have been retained for the period of time prescribed on approved Records Retention Schedules and have been certified for destruction in accordance with Section 12.5 of the Los Angeles Administrative Code:

DEPARTMENT	PAGE(S)
LOS ANGELES DEPARTMENT OF TRANSPORTATION	
Liability Claims Management (DOT/02 4 boxes)	
4 boxes O001 Claimant Case Files	1
Master Files (DOT/12 17 boxes)	
3 boxes O001 Correspondence & Subject Files	
14 boxes O002 Street Location Files	1
Traffic Control Records (DOT/13 134 boxes)	
5 boxes O002 Citywide Parking Stalls	
1 box O003 Curb Inventory	
2 boxes O004 Curb Work Orders	
13 boxes O005 General Work Orders	
12 boxes O006 Litigation Files	
3 boxes O009 Pavement Markings Work Orders	
16 boxes O013 Sign Work Orders	
21 boxes O014 Signal Files	
16 boxes O015 Signal Maintenance History Reports	
1 box O016 Striping Work Orders	
28 boxes O019 Traffic Sign-Daily Inspection Report	
8 boxes O020 Transportation Daily Work Report	
8 boxes O021 Office/Telephone Request Forms	6
Payroll Division (DOT/14 4 boxes)	
4 boxes O013 CCAS Weekly Timesheets	1
Accounting (DOT/16 25 boxes)	
2 boxes D012 Purchase Requisitions	
1 box D018 Special Cost Voucher	
1 box D022 O001 Stores Multi-Use Form	
5 boxes O001 Agreements (City, County, State)	
2 boxes O004 Daily Receipts	
1 box O005 Invoice (Damages to Signs...)	
1 box O008 Cost Reports	
11 boxes O017 Special Parking Meter Collection Report	
1 box O018 Transportation Weekly Work Report	2

Consent of the City Attorney is hereby given in accordance with Section 34090 of the Government Code:

See attached letter for exceptions. No exceptions.

By James P. Clark Date 6/2/14 Council File No. _____
City Attorney

AUTHORITY TO DESTROY OBSOLETE RECORDS

Honorable Council of the City of Los Angeles

The following departments respectfully request authority to destroy the obsolete records listed herein. The records have been retained for the period of time prescribed on approved Records Retention Schedules and have been certified for destruction in accordance with Section 12.5 of the Los Angeles Administrative Code:

DEPARTMENT	PAGE(S)
1 box 0008 Cost Reports	
11 boxes 0017 Special Parking Meter Collection Report	
1 box 0018 Transportation Weekly Work Report	2
Rates and Franchise Division (DOT/31 4 boxes)	
2 boxes 0002 Franchises	
2 boxes 0005 Taxi Decal Printouts	1
Regulation and Enforcement Division (DOT/33 70 boxes)	
33 boxes 0001 Vehicle for Hire Reports	
3 boxes 0002 Subject Files	
25 boxes 0003 Driver Permit Applications	
1 box 0006 Suspension or Revocation of Permit Authority	
3 boxes 0007 Taxi Driver Tests	
4 boxes 0008 Vehicle for Hire Inspection	
1 box 0009 Vehicle Permits	4
Regulation Analysis Division (DOT/72 1 box)	
1 box 0003 Report of Traffic Conditions	1
Parking Meter Management (DOT/75 4 boxes)	
4 boxes 0015 Parking Meter Security Daily Parking Meter	1
Off-Street Parking (DOT/76 11 boxes)	
2 boxes 0006 Lot Operations	
9 boxes 0008 Parking Studies	1
Total Pages:	19

Consent of the City Attorney is hereby given in accordance with Section 34090 of the Government Code:

See attached letter for exceptions. No exceptions.

By James P. Clark Date 6/2/14 Council File No. _____

City Attorney

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 4/15/2014

PAGE: Page 1 of 1

RECORDS OF: TRANSPORTATION/LIABILITY CLAIMS MANAGEMENT

/DOT/02/

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. /DOT/02/	CLAIMANT/CASE FILES 2003 CLAIMS G - L	TO+10	7/1/2002	6/30/2003	DO	000000029 CRC	760467	1
O001. /DOT/02/	CLAIMANT/CASE FILES 2003 CLAIMS M - P	TO+10	7/1/2002	6/30/2003	DO	000000030 CRC	760468	2
O001. /DOT/02/	CLAIMANT/CASE FILES 2003 CLAIMS R - T	TO+10	7/1/2002	6/30/2003	DO	000000031 CRC	760469	3
O001. /DOT/02/	CLAIMANT/CASE FILES 2003 CLAIMS V - Z	TO+10	7/1/2002	6/30/2003	DO	000000032 CRC	760470	4

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

4

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

4

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): Harry Mehr

BY (DEPT HEAD): Robert D. ...

DATE: 4/18/14

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

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 4/15/2014

PAGE: Page 1 of 1

RECORDS OF: TRANSPORTATION/MASTER FILES

/DOT/12/

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. /DOT/12/	CORRESPONDENCE & SUBJECT FILES Miscellaneous thru Traffic Control Plan	TO+2	1/1/2009	12/31/2009	DO	000001177	805977	1
O001. /DOT/12/	CORRESPONDENCE & SUBJECT FILES Bus Stop thru Streets	TO+2	1/1/2010	12/31/2010	DO	000001178	805978	2
O001. /DOT/12/	CORRESPONDENCE & SUBJECT FILES Crossing Guards thru Traffic Control Plans	TO+2	1/1/2011	12/31/2011	DO	000001179	805979	3
O002. /DOT/12/	STREET LOCATION FILES 1st St. (Address) thru 78th St. & La Tijera Bl.	TO+10	1/1/2003	12/31/2003	DO	000001100	754162	4
O002. /DOT/12/	STREET LOCATION FILES 79th St. & Central Ave. thru Armadale Ave. & Toland Way	TO+10	1/1/2003	12/31/2003	DO	000001101	754163	5
O002. /DOT/12/	STREET LOCATION FILES Arminta St. & Beck St. thru Blanchard Cyn. Rd. & Tokay Rd.	TO+10	1/1/2003	12/31/2003	DO	000001102	754164	6
O002. /DOT/12/	STREET LOCATION FILES Bledsoe Ave. (Address) thru Cayuga Ave. & Van Nuys Bl.	TO+10	1/1/2003	12/31/2003	DO	000001103	754165	7
O002. /DOT/12/	STREET LOCATION FILES Cazador St. (Address) thru Coronado Terr. & Scott Ave.	TO+10	1/1/2003	12/31/2003	DO	000001104	754166	8
O002. /DOT/12/	STREET LOCATION FILES Correnti St. & Raiston Ave. thru Edinburgh Ave. & Rosewood Ave.	TO+10	1/1/2003	12/31/2003	DO	000001105	754167	9
O002. /DOT/12/	STREET LOCATION FILES Edison St. & Locke Ave. thru Glencrest Dr. (Address)	TO+10	1/1/2003	12/31/2003	DO	000001106	754168	10
O002. /DOT/12/	STREET LOCATION FILES Glendale Bl. (Address) thru Hudson Ave. & Wilshire Bl.	TO+10	1/1/2003	12/31/2003	DO	000001107	754169	11
O002. /DOT/12/	STREET LOCATION FILES Hughes Ave. (Address) thru Lecouvreur Ave. & AE@ St.	TO+10	1/1/2003	12/31/2003	DO	000001108	754170	12
O002. /DOT/12/	STREET LOCATION FILES Ledge Ave. (Address) thru Melrose Ave. & Windsor Bl.	TO+10	1/1/2003	12/31/2003	DO	000001109	754171	13
O002. /DOT/12/	STREET LOCATION FILES Melvil St. & La Cienega Bl. Thru Pera Rd. & Willens Ave.	TO+10	1/1/2003	12/31/2003	DO	000001110	754172	14
O002. /DOT/12/	STREET LOCATION FILES Perlita Ave.(Address) thru Sepulveda Westway & Westchester Pkwy.	TO+10	1/1/2003	12/31/2003	DO	000001111	754173	15
O002. /DOT/12/	STREET LOCATION FILES Serrania Ave.& De La Guerra St. thru Verdugo Rd. & Ave 37	TO+10	1/1/2003	12/31/2003	DO	000001112	754174	16
O002. /DOT/12/	STREET LOCATION FILES Vermont Ave. (Address) thru Zoo Dr. (Address)	TO+10	1/1/2003	12/31/2003	DO	000001113	754175	17

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

17

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

17

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:

4-18-14

RETENTION CODES:

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 4/15/2014

PAGE: Page 1 of 6

RECORDS OF: TRANSPORTATION/TRAFFIC CONTROL RECORDS

/DOT/13/

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
O002. /DOT/13/	CITY-WIDE PARKING STALLS TEMPORARY PARKING CONTROL WORK ORDERS	TO+10	1/1/2000	12/31/2000		000000547 CRC	612667	1
O002. /DOT/13/	CITY-WIDE PARKING STALLS DISABLED PERSON PARKING ZONE WORK ORDERS	TO+10	10/1/1997	12/1/2001		000000573 CRC	612694	2
O002. /DOT/13/	CITY-WIDE PARKING STALLS TEMPORARY PARKING CONTROL ORDERS	TO+10	1/1/2003	12/31/2003		000000583 CRC	642952	3
O002. /DOT/13/	CITY-WIDE PARKING STALLS TEMP PARKING CONTROL W.O.	TO+10	1/1/2001	12/31/2001		000000608 CRC	650153	4
O002. /DOT/13/	CITY-WIDE PARKING STALLS TEMP PARKING CONTROL W.O.	TO+10	1/1/2002	12/31/2002		000000609 CRC	650154	5
O003. /DOT/13/	CURB INVENTORY	TO+10	1/1/1997	12/31/1998		395572685 CRC	622649	6
O004. /DOT/13/	CURB WORK ORDERS CURB ZONE WORK ORDERS	TO+10	1/1/1995	12/31/2000		000000555 CRC	612675	7
O004. /DOT/13/	CURB WORK ORDERS TEMP. PARKING CONTROL ORDERSPARKING RESTRICTION FILES	TO+10	1/1/1981	12/31/1982	DO	000000486 CRC	763568	8
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301) GENERAL WORK ORDERS	TO+10	1/1/1995	12/31/1999		000000552 CRC	612672	9
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301) GENERAL WORK ORDERS	TO+10	1/1/1997	12/31/2001		000000553 CRC	612673	10
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301) GENERAL WORK ORDERS	TO+10	1/1/1995	12/31/1999		000000554 CRC	612674	11
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301)	TO+10	1/1/1997	12/31/1997		395572600 CRC	622564	12
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301)	TO+10	1/1/1997	12/31/1997		395572601 CRC	622565	13
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301)	TO+10	1/1/1997	12/31/1997		395572602 CRC	622566	14
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301)	TO+10	1/1/1997	12/31/1997		395572603 CRC	622567	15
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301)	TO+10	1/1/1997	12/31/1997		395572604 CRC	622568	16
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301)	TO+10	1/1/1997	12/31/1997		395572605 CRC	622569	17
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301)	TO+10	1/1/1997	12/31/1997		395572606 CRC	622570	18
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301)	TO+10	1/1/1994	12/31/1998		395572690 CRC	622654	19
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301)	TO+10	1/1/1997	12/31/1997		395572696 CRC	622660	20
O005. /DOT/13/	GENERAL WORK ORDERS (DT 301)	TO+10	1/1/1987	12/31/1996		395572698 CRC	622662	21
O006. /DOT/13/	LITIGATION FILES CITY ATTORNEY LITIGATION CASES	CL+10	1/1/1999	12/31/1999		000000539 CRC	612659	22
O006. /DOT/13/	LITIGATION FILES CITY ATTORNEY LITIGATION CASES	CL+10	1/1/2000	12/31/2000		000000540 CRC	612660	23
O006. /DOT/13/	LITIGATION FILES CITY ATTORNEY LITIGATION CASES	CL+10	1/1/2001	12/31/2001		000000541 CRC	612661	24
O006. /DOT/13/	LITIGATION FILES CITY ATTORNEY LITIGATION CASES	CL+10	1/1/1997	12/31/1999		000000542 CRC	612662	25

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 4/15/2014

PAGE: Page 2 of 6

RECORDS OF: TRANSPORTATION/TRAFFIC CONTROL RECORDS

/DOT/13/

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. /DOT/13/	LITIGATION FILES 1ST STREET E	CL+10	1/1/1996	12/31/1996		395572624	622588	26
						CRC	LAX01948463	
O006. /DOT/13/	LITIGATION FILES F S	CL+10	1/1/1996	12/31/1996		395572625	622589	27
						CRC	LAX01948464	
O006. /DOT/13/	LITIGATION FILES A W	CL+10	1/1/1996	12/31/1996		395572626	622590	28
						CRC	LAX01948465	
O006. /DOT/13/	LITIGATION FILES 1ST STREET G	CL+10	1/1/1997	12/31/1997		395572627	622591	29
						CRC	LAX01948466	
O006. /DOT/13/	LITIGATION FILES H W	CL+10	1/1/1997	12/31/1997		395572628	622592	30
						CRC	LAX01948467	
O006. /DOT/13/	LITIGATION FILES 1ST D	CL+10	1/1/1998	12/31/1998		395572629	622593	31
						CRC	LAX01948468	
O006. /DOT/13/	LITIGATION FILES DR W	CL+10	1/1/1998	12/31/1998		395572630	622594	32
						CRC	LAX01948469	
O006. /DOT/13/	LITIGATION FILES	CL+10	1/1/1996	12/31/1996		395572699	622663	33
						CRC	LAX01948538	
O009. /DOT/13/	PAVEMENT MARKINGS WORK ORDERS PAVEMENT MARKING WORK ORDERS	TO+10	1/1/1997	12/31/2001		000000551	612671	34
						CRC		
O009. /DOT/13/	PAVEMENT MARKINGS WORK ORDERS	TO+10	1/1/1985	12/31/1996		395572688	622652	35
						CRC	LAX01948527	
O009. /DOT/13/	PAVEMENT MARKINGS WORK ORDERS	TO+10	1/1/1990	12/31/1996		395572691	622655	36
						CRC	LAX01948530	
O013. /DOT/13/	SIGN WORK ORDERS (DT 999) SIGN FABRICATION WORK ORDERS	TO+10	1/1/1997	12/31/2001		000000550	612670	37
						CRC		
O013. /DOT/13/	SIGN WORK ORDERS (DT 999) SIGN WORK ORDERS (ALPHA)	TO+10	1/1/1998	12/31/1998		000000567	612687	38
						CRC		
O013. /DOT/13/	SIGN WORK ORDERS (DT 999) SIGN WORK ORDERS (ALPHA-NUMBER ST)	TO+10	1/1/1998	12/31/1998		000000568	612688	39
						CRC		
O013. /DOT/13/	SIGN WORK ORDERS (DT 999) SIGN WORK ORDERS A-Z	TO+10	1/1/1997	12/31/1997		000000569	612689	40
						CRC		
O013. /DOT/13/	SIGN WORK ORDERS (DT 999)	TO+10	1/1/1997	12/31/1997		395572670	622634	41
						CRC	LAX01948509	
O013. /DOT/13/	SIGN WORK ORDERS (DT 999)	TO+10	1/1/1997	12/31/1997		395572672	622636	42
						CRC	LAX01948511	
O013. /DOT/13/	SIGN WORK ORDERS (DT 999)	TO+10	1/1/1985	12/31/1997		395572673	622637	43
						CRC	LAX01948512	
O013. /DOT/13/	SIGN WORK ORDERS (DT 999)	TO+10	1/1/1996	12/31/1997		395572674	622638	44
						CRC	LAX01948513	
O013. /DOT/13/	SIGN WORK ORDERS (DT 999)	TO+10	1/1/1996	12/31/1996		395572675	622639	45
						CRC	LAX01948514	
O013. /DOT/13/	SIGN WORK ORDERS (DT 999)	TO+10	1/1/1996	12/31/1996		395572676	622640	46
						CRC	LAX01948515	
O013. /DOT/13/	SIGN WORK ORDERS (DT 999)	TO+10	1/1/1995	12/31/1996		395572678	622642	47
						CRC	LAX01948517	
O013. /DOT/13/	SIGN WORK ORDERS (DT 999)	TO+10	1/1/1996	12/31/1996		395572679	622643	48
						CRC	LAX01948518	
O013. /DOT/13/	SIGN WORK ORDERS (DT 999)	TO+10	1/1/1994	12/31/1999		395572692	622656	49
						CRC	LAX01948531	
O013. /DOT/13/	SIGN WORK ORDERS (DT 999) SIGN MAINTENANCE WORK ORDERS (AVE. 27 TO 50TH ST.)	TO+10	12/1/1996	3/31/1999		000000575	642944	50
						CRC		

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

RECORDS OF: TRANSPORTATION/TRAFFIC CONTROL RECORDS

/DOT/13/

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. /DOT/13/	SIGN WORK ORDERS (DT 999) SIGN MAINTENANCE WORK ORDERS (ABERNATHY TO ALGER)	TO+10	9/1/1999	6/30/2003		000000576	642945	51
O013. /DOT/13/	SIGN WORK ORDERS (DT 999) SIGN WORK ORDERS	TO+10	1/1/1993	12/31/1999		000000626	759753	52
O014. /DOT/13/	SIGNAL FILES TELEPHONE RECORDS	TE+10	1/1/1999	12/31/1999		000000543	612663	53
O014. /DOT/13/	SIGNAL FILES TRAFFIC SIGNAL WORK ORDERS	TE+10	1/1/1996	12/31/1999		000000548	612668	54
O014. /DOT/13/	SIGNAL FILES TSR PATROL WORK ORDERS	TE+10	1/1/1999	12/31/2002		000000549	612669	55
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS B-L	TE+10	1/1/2002	12/31/2002		000000556	612676	56
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS 1st ST - 247th ST	TE+10	1/1/2002	12/31/2002		000000557	612677	57
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS M-W	TE+10	1/1/2002	12/31/2002		000000558	612678	58
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS B-P	TE+10	1/1/2002	12/31/2002		000000559	612679	59
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS (ALPHA-NUMBER ST)	TE+10	1/1/2002	12/31/2002		000000560	612680	60
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS (ALPHA-NUMBER ST)	TE+10	1/1/2002	12/31/2002		000000561	612681	61
O014. /DOT/13/	SIGNAL FILES SIGN WORK ORDERS	TE+10	1/1/1999	12/31/2000		000000562	612682	62
O014. /DOT/13/	SIGNAL FILES SIGN WORK ORDERS (ALPHA)	TE+10	1/1/1996	12/31/1996		000000563	612683	63
O014. /DOT/13/	SIGNAL FILES SIGN WORK ORDERS A-P	TE+10	1/1/1997	12/31/1997		000000564	612684	64
O014. /DOT/13/	SIGNAL FILES SIGN WORK ORDERS A-B	TE+10	1/1/1998	12/31/2000		000000565	612685	65
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS (ALPHA - NUMBER ST.)	TE+10	1/1/1994	12/31/1998		000000574	613525	66
O014. /DOT/13/	SIGNAL FILES	TE+10	1/1/1996	12/31/1999		397037283	622669	67
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS (1ST ST. TO 247TH ST.)	TE+10	5/1/1999	12/31/2002		000000577	642946	68
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS (CADDILAC TO EXPOSITION)	TE+10	4/1/1993	1/1/2002		000000578	642947	69
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS (ABBOTT KINNEY TO BYNNER)	TE+10	6/1/1998	2/28/2003		000000579	642948	70
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS (FAIR AVE TO KITTRIDGE)	TE+10	4/1/1994	9/30/1999		000000580	642949	71
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS (L TO R)	TE+10	9/1/1998	7/31/2001		000000581	642950	72
O014. /DOT/13/	SIGNAL FILES SIGNAL TIMING CHARTS (S TO R)	TE+10	5/1/1998	3/31/1999		000000582	642951	73
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORTS	TO+10	1/1/1996	5/24/1997		000000570	612690	74
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORTS	TO+10	5/25/1997	10/11/1997		000000571	612691	75

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DETROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 4/15/2014

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RECORDS OF: TRANSPORTATION/TRAFFIC CONTROL RECORDS

/DOT/13/

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
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORTS	TO+10	10/12/1997	2/28/1998		000000572 CRC	612692	76
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORTS	TO+10	3/1/1997	6/21/1998		000000573 CRC	612693	77
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORT	TO+10	7/15/1998	10/24/1998		000000587 CRC	642956	78
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORT	TO+10	10/25/1998	1/3/1999		000000588 CRC	642957	79
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORT	TO+10	1/4/1999	6/19/1999		000000589 CRC	642958	80
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORT	TO+10	6/20/1999	12/18/1999		000000590 CRC	642959	81
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORT	TO+10	12/19/1999	6/17/2000		000000591 CRC	642960	82
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORT	TO+10	6/18/2000	12/30/2000		000000592 CRC	642961	83
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORT	TO+10	12/31/2000	7/14/2001		000000593 CRC	642962	84
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORT	TO+10	7/15/2001	12/29/2001		000000594 CRC	642963	85
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORT	TO+10	12/30/2001	6/29/2002		000000595 CRC	642964	86
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORT	TO+10	6/30/2002	12/14/2002		000000596 CRC	642965	87
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORT	TO+10	12/15/2002	6/14/2003		000000597 CRC	642966	88
O015. /DOT/13/	SIGNAL MAINTENANCE HISTORY REPORTS SIGNAL MAINTENANCE HISTORY REPORT	TO+10	6/15/2003	12/13/2003		000000598 CRC	642967	89
O016. /DOT/13/	STRIPING WORK ORDERS	TO+10	1/1/1993	12/31/1996		395572693 CRC	622657	90
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358 STOP SIGNS MAPS/INSPECTION REPORTS 1000-4095	TO+10	1/1/1999	12/31/1999		000000544 CRC	612664	91
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358 STOP SIGNS MAPS/INSPECTION REPORTS 4100-6095	TO+10	1/1/1999	12/31/1999		000000545 CRC	612665	92
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358 STOP SIGNS MAPS/INSPECTION REPORTS 6100-7295	TO+10	1/1/1999	12/31/1999		000000546 CRC	612666	93
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358 STOP SIGN MAPS/INSPECTION REPORTS 2310 - 4020	TO+10	1/1/1997	12/31/1997		000000575 CRC	613526	94
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358 STOP SIGN MAPS/INSPECTION REPORTS 2100 - 4000	TO+10	1/1/1998	12/31/1998		000000576 CRC	613527	95
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358 STOP SIGN MAPS/INSPECTION REPORTS 4100 - 6000	TO+10	1/1/1998	12/31/1998		000000577 CRC	613528	96
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358 STOP SIGN MAPS/INSPECTION REPORTS 6100 - 7200	TO+10	1/1/1998	12/31/1998		000000578 CRC	613529	97
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358 1000 3095	TO+10	1/1/1996	12/31/1996		395572644 CRC	622608	98
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358 3100 5195	TO+10	1/1/1996	12/31/1996		395572645 CRC	622609	99
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358 5200 7295	TO+10	1/1/1996	12/31/1996		395572646 CRC	622610	100

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CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 4/15/2014

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RECORDS OF: TRANSPORTATION/TRAFFIC CONTROL RECORDS

/DOT/13/

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
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) 1000 2305	TO+10	1/1/1997 12/31/1997		395572647 CRC	622611	101 LAX01948486
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) 2310 4020box not received, invoice missing	TO+10	1/1/1997 12/31/1997		395572648 IRON	622612	102 LAX01948487
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) 4025 5295	TO+10	1/1/1997 12/31/1997		395572649 CRC	622613	103 LAX01948488
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) 5300 7295	TO+10	1/1/1997 12/31/1997		395572650 CRC	622614	104 LAX01948489
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) 1000 4095box not received, invoice missing	TO+10	1/1/1998 12/31/1998		395572651 IRON	622615	105 LAX01948490
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) 4100 6095box not received, invoice missing	TO+10	1/1/1998 12/31/1998		395572652 IRON	622616	106 LAX01948491
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) 6100 7295box not received, invoice missing	TO+10	1/1/1998 12/31/1998		395572653 IRON	622617	107 LAX01948492
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) STOP SIGN MAPS 1000 - 4095	TO+10	1/1/2000 12/31/2000		000000602 CRC	650147	108
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) STOP SIGN MAPS 4195 - 6095	TO+10	1/1/2000 12/31/2000		000000603 CRC	650148	109
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) STOP SIGN MAPS 6195 - 7295	TO+10	1/1/2000 12/31/2000		000000604 CRC	650149	110
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) STOP SIGN MAPS 1000 - 3195	TO+10	1/1/2001 12/31/2001		000000605 CRC	650150	111
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) STOP SIGN MAPS 3200 - 5295	TO+10	1/1/2001 12/31/2001		000000606 CRC	650151	112
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) STOP SIGN MAPS 5300 - 7295	TO+10	1/1/2001 12/31/2001		000000607 CRC	650152	113
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) STOP SIGN INSPECTION MAPS 4100 - 6295	TO+10	1/1/2002 12/31/2002		000000636 CRC	764904	114
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) STOP SIGN INSPECTION MAPS 1000 - 4095	TO+10	1/1/2002 12/31/2002		000000637 CRC	764905	115
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) STOP SIGN INSPECTION MAPS 6100 - 7295	TO+10	1/1/2002 12/31/2002		000000638 CRC	764906	116
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) STOP SIGN INSPECTION MAPS 2000 - 4295	TO+10	1/1/2003 12/31/2003		000000639 CRC	764907	117
O019. /DOT/13/	TRAFFIC SIGN-DAILY INSPECTION REPORT (DT 358) STOP SIGN INSPECTION MAPS 5000 - 6395	TO+10	1/1/2003 12/31/2003		000000640 CRC	764908	118
O020. /DOT/13/	TRANSPORTATION DAILY WORK REPORT (DT 14) DWARFS,DAILY: 91-02-14 TO 91-03-04	TO+10	2/14/1991 3/4/1997		98527011 CRC	622470	119 LAX01947675
O020. /DOT/13/	TRANSPORTATION DAILY WORK REPORT (DT 14) TRANSPORTATION DAILY WORK REPORTSFEB. 14,1990-MARCH 1, 1990 DAILY	TO+10	2/14/1990 3/1/1990	DO	000000483 CRC	763563	120
O020. /DOT/13/	TRANSPORTATION DAILY WORK REPORT (DT 14) TRANSPORTATION DAILY WORK REPORTSJANUARY 13-FEBRUARY 1, 1989 DAILY	TO+10	1/13/1989 2/1/1989	DO	000000463 CRC	763564	121
O020. /DOT/13/	TRANSPORTATION DAILY WORK REPORT (DT 14) TRANSPORTATION DAILY WORK REPORTSMARCH 29TH TO APRIL 14, 1989 DAILY	TO+10	3/29/1989 4/14/1989	DO	000000467 CRC	763566	122
O020. /DOT/13/	TRANSPORTATION DAILY WORK REPORT (DT 14) TRANSPORTATION DAILY WORK REPORTSOCT. 10 TO OCT. 28, 1989 DAILY	TO+10	10/10/1989 10/28/1989	DO	000000477 CRC	763567	123
O020. /DOT/13/	TRANSPORTATION DAILY WORK REPORT (DT 14) DECEMBER 11, 1989 TO JANUARY 2, 1990 DAILY	TO+10	12/11/1989 1/2/1990	DO	000000480 CRC	763997	124
O020. /DOT/13/	TRANSPORTATION DAILY WORK REPORT (DT 14) MARCH 21, 1990 TO APRIL 9, 1990 DAILY	TO+10	3/21/1990 4/9/1990	DO	000000485 CRC	763998	125

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

RECORDS OF: TRANSPORTATION/TRAFFIC CONTROL RECORDS

/DOT/13/

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
O020. /DOT/13/	TRANSPORTATION DAILY WORK REPORT (DT 14) 23RD JULY TO 10TH AUGUST 1989 DAILY	TO+10	7/23/1989	8/10/1989	DO	000000473	763999	126
O021. /DOT/13/	OFFICE/TELEPHONE REQUEST FORMS LADOT SIGN MAINTENANCE REQUEST FORMS	TO+2	1/1/1997	12/31/1997		000000001	643412	127
O021. /DOT/13/	OFFICE/TELEPHONE REQUEST FORMS LADOT SIGN MAINTENANCE REQUEST FORMS	TO+2	1/1/2000	12/31/2000		000000002	645748	128
O021. /DOT/13/	OFFICE/TELEPHONE REQUEST FORMS LADOT SIGN MAINTENANCE REQUEST FORMS	TO+2	1/1/2001	12/31/2001		000000003	645749	129
O021. /DOT/13/	OFFICE/TELEPHONE REQUEST FORMS LADOT SIGN MAINTENANCE REQUEST FORMS	TO+2	1/1/2002	12/31/2002		000000004	645750	130
O021. /DOT/13/	OFFICE/TELEPHONE REQUEST FORMS LADOT SIGN MAINTENANCE REQUEST FORMS	TO+2	1/1/2003	12/31/2003		000000005	645751	131
O021. /DOT/13/	OFFICE/TELEPHONE REQUEST FORMS TELEPHONE REQUESTS SIGNS & SIGNALS	TO+2	2/12/1982	12/1/1982	DO	000000489	763565	132
O021. /DOT/13/	OFFICE/TELEPHONE REQUEST FORMS SIGNS/SIGNALS TELEPHONE REQUESTS	TO+2	1/1/1985	1/31/1985	DO	000000487	763979	133
O021. /DOT/13/	OFFICE/TELEPHONE REQUEST FORMS DAY TELEPHONE REQUESTS FOR 1980	TO+2	1/1/1980	12/31/1980	DO	000000488	764000	134

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

134

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

134

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 134 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD):

[Signature]

BY (DEPT HEAD):

[Signature]

DATE:

4-18-14

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

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 4/15/2014

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RECORDS OF: TRANSPORTATION/PAYROLL

/DOT/14/

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. /DOT/14/	CCAS WEEKLY TIMESHEETS (64894) Office of Parking Mgmt Weekly Timesheets, Dec. 31, 2000 - Dec. 29, 2001	AU+2	12/31/2000	12/29/2001	DO		806114	1
O013. /DOT/14/	CCAS WEEKLY TIMESHEETS (64894) Office of Parking Mgmt Weekly Timesheets, 2000	AU+2	1/1/2000	12/31/2000	DO		806115	2
O013. /DOT/14/	CCAS WEEKLY TIMESHEETS (64894) Office of Parking Mgmt Weekly Timesheets, July-Oct. 2003	AU+2	7/1/2003	10/31/2003	DO		806124	3
O013. /DOT/14/	CCAS WEEKLY TIMESHEETS (64894) Office of Parking Mgmt Weekly Timesheets, 2001-2003	AU+2	7/1/2003	10/31/2003	DO	00000003	806125	4

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

4

Minus excluded boxes:

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

4

City Clerk Leonard Apolon

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):

Leonard Apolon

BY (DEPT HEAD):

[Signature]

DATE:

4-30-14

RETENTION CODES:

AU=AUDIO 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:

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VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPES:

V=VITAL H=HISTORICAL C=CONFIDNETIAL L=LEGAL

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 4/15/2014

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RECORDS OF: TRANSPORTATION/ACCOUNTING

/DOT/16/

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
D012. /DOT/16/	PURCHASE REQUISITIONS (GS-S1A) Closed Purchase Requisitions, Books 5 - 10; # 3760 - 7985. 1971 - 1972.	TO+2	1/1/1971	12/31/1972		CRC	15825	1
D012. /DOT/16/	PURCHASE REQUISITIONS (GS-S1A) Closed Purchase Requisitions, Books 5 - 10; # 3760 - 7985. 1971 - 1972.	TO+2	1/1/1971	12/31/1972			801658	2
D018. /DOT/16/	SPECIAL COST VOUCHER (DT 18) "Special Cost Vouchers 1989"(TRACS batch slips)	AU+3	1/1/1989	12/31/1989		CRC	798582	3
D022. /DOT/16/	STORES MULTI-USE FORM (GS/MM1) Closed books # 1 - 8; #201691 - 224089. City Store invoices. 1971 - 1972	TO+3	1/1/1971	12/31/1972		CRC	15827	4
O001. /DOT/16/	AGREEMENTS (CITY, COUNTY, STATE)	EX+3	7/1/1998	8/24/1998		398797372 CRC	622882	5 LAX01948951
O001. /DOT/16/	AGREEMENTS (CITY, COUNTY, STATE)	EX+3	8/25/1998	9/16/1998		398797373 CRC	622883	6 LAX01948952
O001. /DOT/16/	AGREEMENTS (CITY, COUNTY, STATE)	EX+3	9/17/1998	2/22/1999		398797374 CRC	622884	7 LAX01948953
O001. /DOT/16/	AGREEMENTS (CITY, COUNTY, STATE)	EX+3	5/4/1998	6/28/1998		398797375 CRC	622885	8 LAX01948954
O001. /DOT/16/	AGREEMENTS (CITY, COUNTY, STATE)	EX+3	2/23/1998	5/3/1998		398797377 CRC	622886	9 LAX01948956
O004. /DOT/16/	DAILY RECEIPTS Authorizations for Payment July 26 - Sept. 25, 1985Deposit Certificates Feb. 1 - Sept. 30, 1986Daily Receipts	AR+2	7/26/1985	4/23/1986		CRC	798601	10
O004. /DOT/16/	DAILY RECEIPTS Daily Receipts June 1 - Sept. 30, 1987	AR+2	6/1/1987	9/30/1987		CRC	798602	11
O005. /DOT/16/	INVOICE (DAMAGES TO SIGNS, SIGNALS AND PARKII "Authorizations 1987"General Cashier Authorizations, submittal forms/check requests	TO+10	1/1/1987	12/31/1987		CRC	798593	12
O008. /DOT/16/	COST REPORTS (4 WEEK) "Late DWRFS." "Special Cost Vouchers, Retrievals, etc." FY 89-90Box labelled: TD-16-37 (additional box nu	TO+5	7/1/1989	6/30/1990		000000021 CRC	805125	13
O017. /DOT/16/	SPECIAL PARKING METER COLLECTION REPORT SPECIAL PARKING METER COLLECTION REPORT	AR+3	1/1/2009	2/28/2009		000000766 CRC	789598	14
O017. /DOT/16/	SPECIAL PARKING METER COLLECTION REPORT SPECIAL PARKING METER COLLECTION REPORT	AR+3	3/1/2009	3/31/2009		000000767 CRC	789599	15
O017. /DOT/16/	SPECIAL PARKING METER COLLECTION REPORT SPECIAL PARKING METER COLLECTION REPORT	AR+3	4/1/2009	4/30/2009		000000768 CRC	789600	16
O017. /DOT/16/	SPECIAL PARKING METER COLLECTION REPORT SPECIAL PARKING METER COLLECTION REPORT	AR+3	5/1/2009	5/31/2009		000000769 CRC	789601	17
O017. /DOT/16/	SPECIAL PARKING METER COLLECTION REPORT SPECIAL PARKING METER COLLECTION REPORT	AR+3	6/1/2009	6/30/2009		000000770 CRC	789602	18
O017. /DOT/16/	SPECIAL PARKING METER COLLECTION REPORT SPECIAL PARKING METER COLLECTION REPORT	AR+3	7/1/2009	7/31/2009		000000771 CRC	789603	19
O017. /DOT/16/	SPECIAL PARKING METER COLLECTION REPORT SPECIAL PARKING METER COLLECTION REPORT	AR+3	8/1/2009	8/31/2009		000000772 CRC	789604	20
O017. /DOT/16/	SPECIAL PARKING METER COLLECTION REPORT SPECIAL PARKING METER COLLECTION REPORT	AR+3	9/1/2009	9/30/2009		000000773 CRC	789605	21
O017. /DOT/16/	SPECIAL PARKING METER COLLECTION REPORT SPECIAL PARKING METER COLLECTION REPORT	AR+3	10/1/2009	10/31/2009		000000774 CRC	789606	22
O017. /DOT/16/	SPECIAL PARKING METER COLLECTION REPORT SPECIAL PARKING METER COLLECTION REPORT	AR+3	11/1/2009	11/30/2009		000000775 CRC	789607	23
O017. /DOT/16/	SPECIAL PARKING METER COLLECTION REPORT SPECIAL PARKING METER COLLECTION REPORT	AR+3	12/1/2009	12/31/2009		000000776 CRC	789608	24
O018. /DOT/16/	TRANSPORTATION WEEKLY WORK REPORT (DT-17 TRACS: Weekly Transportation Reports (Weekly Only) June 27 - July 18, 1987(individual worker timesheets)	AR+5	6/27/1987	7/18/1987		000000001 CRC	798607	25

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
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PAGE: Page 1 of 1

RECORDS OF: TRANSPORTATION/RATES AND FRANCHISE DIVISION

/DOT/31/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	-INCLUSIVE DATES-		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
			FROM	TO				
O002. /DOT/31/	FRANCHISES Taxicab Operator Performance Statistics: City Cab, Bell Cab, Beverly Hills Cab, LA Checker Cab, ITOA, & Un	TO+5	1/1/2008	12/31/2008	DO	000000827	785852	1
						CRC		
O002. /DOT/31/	FRANCHISES Taxicab Operator Performance Statistics: Yellow Cab, UITD, UTSFV	TO+5	1/1/2008	12/31/2008	DO	000000828	785853	2
						CRC		
O005. /DOT/31/	TAXI DECAL PRINTOUTS Taxi coupons and Trip Forms - Feb. - May 1983	SU	2/1/1983	5/31/1983	DO	000000052	801099	3
						CRC		
O005. /DOT/31/	TAXI DECAL PRINTOUTS Taxi coupons and Trip Forms - Oct. 1 - 5, 1985. CRC Box # 0929.	SU	10/1/1985	10/5/1985	DO	000000170	806093	4
						CRC		

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

4

Minus excluded boxes:

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

4

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):

Tom Orsich

BY (DEPT HEAD):

Detrick B. All

DATE:

4-17-14

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=MICROFILM 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

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

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RECORDS OF: TRANSPORTATION/REGULATION AND ENFORCEMENT

/DOT/33/

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. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) Authorization to Pay slips - driver / attendant applications	TO+2	12/12/2010	2/27/2011	DO	00000373	785857	1
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Master Files (Inactive): A-1 Transp. - Central Neighborhood Medical (box 1 of 6)	TO+2	1/1/1980	12/31/1999	DO	00000414	805466	2
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Master Files (Inactive): A-1 Transp. - Central Neighborhood Medical (box 2 of 6)	TO+2	1/1/1980	12/31/1999	DO	00000415	805467	3
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Master Files (Inactive): A-1 Transp. - Central Neighborhood Medical (box 3 of 6)	TO+2	1/1/1980	12/31/1999	DO	00000416	805468	4
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Master Files (Inactive): A-1 Transp. - Central Neighborhood Medical (box 4 of 6)	TO+2	1/1/1980	12/31/1999	DO	00000417	805469	5
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Master Files (Inactive): A-1 Transp. - Central Neighborhood Medical (box 5 of 6)	TO+2	1/1/1980	12/31/1999	DO	00000418	805470	6
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Master Files (Inactive): A-1 Transp. - Central Neighborhood Medical (box 6 of 6)	TO+2	1/1/1980	12/31/1999	DO	00000419	805471	7
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Master Files (Inactive): Medical Center of North Hollywood - Park Avenue Inc. (box 7 of 9)	TO+2	1/1/1980	12/31/1999	DO	00000420	805472	8
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Master Files (Inactive): Medical Center of North Hollywood - Park Avenue Inc. (box 8 of 9)	TO+2	1/1/1980	12/31/1999	DO	00000421	805473	9
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Master Files (Inactive): Medical Center of North Hollywood - Park Avenue Inc. (box 9 of 9)	TO+2	1/1/1980	12/31/1999	DO	00000422	805474	10
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) Authorization to Pay slips (taxi ownerships, PRA, bad checks)	TO+2	1/1/2010	12/31/2010	DO	00000435	805487	11
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) E18 (Bell, Beverly Hills, City Cab, ITOA, LA Checker); E14 - General Taxi Cor.	TO+2	1/1/2006	12/31/2006	DO	00000436	805488	12
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) E18 (UITD/UTSFV, UCC, Yellow Cab)	TO+2	1/1/2006	12/31/2006	DO	00000437	805489	13
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) E18 (Bell, Beverly Hills, City Cab, ITOA, LA Checker)	TO+2	1/1/2000	12/31/2005	DO	00000438	805490	14
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) E18 (Bell, Beverly Hills, City Cab, ITOA, LA Checker)	TO+2	1/1/2000	12/31/2005	DO	00000439	805491	15
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Master Files: Continental Plaza LAX - Ryder/ATE	TO+2	1/1/2000	12/31/2000	DO	00000443	805495	16
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X: Request for Vehicle Permit Application Packages	TO+2	1/1/2003	12/31/2003	DO	00000444	805496	17
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Correspondence: MV Transportation - World Trans	TO+2	1/1/2007	12/31/2007	DO	00000445	805497	18
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Correspondence: A&R - MTS Medical	TO+2	1/1/2007	12/31/2007	DO	00000446	805498	19
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Vehicle Permits: A- Eagle Wing Medical	TO+2	1/1/2011	12/31/2011	DO	00000447	805499	20
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Vehicle Permits: East LA - MD Ride	TO+2	1/1/2011	12/31/2011	DO	00000448	805500	21
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Vehicle Permits: Med-Life - Procure Mobile	TO+2	1/1/2011	12/31/2011	DO	00000449	805501	22
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) P7X Vehicle Permits: Proride Corp - Z	TO+2	1/1/2011	12/31/2011	DO	00000450	805502	23
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) Non-Taxi (All Companies) Out of Service Inspection Cards	TO+2	1/1/2009	12/31/2009	DO	00000451	805503	24
O001. /DOT/33/	VEHICLE FOR HIRE REPORTS (DT-2004) Vehicle for Hire Reports: Bell Cab ownerships (A-Kr)	TO+2	1/1/1995	12/31/2010	DO	00000454	806741	25

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 4/15/2014

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RECORDS OF: TRANSPORTATION/REGULATION AND ENFORCEMENT

/DOT/33/

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
O003. /DOT/33/	DRIVER PERMIT APPLICATIONS (DT-410) Alpha Files: Gibson, Joy Lynn - Zamora, Michael Anthony	TO+3	1/1/2010	12/31/2010	DO	00000623	805517	51
O003. /DOT/33/	DRIVER PERMIT APPLICATIONS (DT-410) Alpha Files: Bryan, Robyn Lynne - Wood, Nicholas Cameron	TO+3	1/1/2010	12/31/2010	DO	00000624	805518	52
O003. /DOT/33/	DRIVER PERMIT APPLICATIONS (DT-410) Alpha Files: Alves, Chablee J. - Mandegari, Erika	TO+3	1/1/2010	12/31/2010	DO	00000625	805519	53
O003. /DOT/33/	DRIVER PERMIT APPLICATIONS (DT-410) Alpha Files: Jung, Don - Zhamkochyan, Varan	TO+3	1/1/2010	12/31/2010	DO	00000626	805520	54
O003. /DOT/33/	DRIVER PERMIT APPLICATIONS (DT-410) Alpha Files: Aguirre, Rudy Leonard - Vargas, Omar	TO+3	1/1/2010	12/31/2010	DO	00000627	805521	55
O003. /DOT/33/	DRIVER PERMIT APPLICATIONS (DT-410) Alpha Files: Lee, Kunsoo - Setaro, Matthew Donald	TO+3	1/1/2010	12/31/2010	DO	00000628	805522	56
O003. /DOT/33/	DRIVER PERMIT APPLICATIONS (DT-410) Alpha Files: Mohseny, Ziaullah - Rojo, Sonia Jasmn	TO+3	1/1/2010	12/31/2010	DO	00000629	805523	57
O003. /DOT/33/	DRIVER PERMIT APPLICATIONS (DT-410) Alpha Files: Rollins, Jared Michael - Tao, Da Hsin	TO+3	1/1/2010	12/31/2010	DO	00000630	805524	58
O003. /DOT/33/	DRIVER PERMIT APPLICATIONS (DT-410) Alpha Files: Adams, Peter - Yu, Christine Ham	TO+3	1/1/2010	12/31/2010	DO	00000631	805525	59
O003. /DOT/33/	DRIVER PERMIT APPLICATIONS (DT-410) Alpha Files: Lerma, Raul - Zepeda, David Michael	TO+3	1/1/2010	12/31/2010	DO	00000632	805526	60
O003. /DOT/33/	DRIVER PERMIT APPLICATIONS (DT-410) Alpha Files: Naoura, Imad - Tuitele, Christopher Kali	TO+3	1/1/2010	12/31/2010	DO	00000633	805527	61
O006. /DOT/33/	SUSPENSION OR REVOCATION OF PERMIT AUTHORI Hearing Notices books & Notice to Appear books (various)	TO+2	3/1/2011	3/1/2011	DO	00000366	776627	62
O007. /DOT/33/	TAXI DRIVER TESTS Taxi Driver Tests	TO+2	10/13/2010	2/23/2011	DO	00000369	776630	63
O007. /DOT/33/	TAXI DRIVER TESTS Taxi Exams	TO+2	4/30/2011	6/29/2011	DO	00000405	792846	64
O007. /DOT/33/	TAXI DRIVER TESTS Taxi Exams	TO+2	7/6/2011	11/8/2011	DO	00000408	792849	65
O008. /DOT/33/	VEHICLE FOR HIRE INSPECTION Taximeter Tests: Yellow Cab Co. #2, 1969. 4000 - 6200 Series (inclusive)	TO+2	1/1/1969	12/31/1969	DO		11914	66
O008. /DOT/33/	VEHICLE FOR HIRE INSPECTION Taxi Out of Service Inspection Cards	TO+2	1/1/2011	12/31/2011	DO	00000441	805493	67
O008. /DOT/33/	VEHICLE FOR HIRE INSPECTION Vehicle for Hire Inspections: taxicab AAA Inspection Reports	TO+2	1/1/2010	12/31/2010	DO	00000452	806739	68
O008. /DOT/33/	VEHICLE FOR HIRE INSPECTION Vehicle for Hire Inspections: taxicab AAA Inspection Reports	TO+2	1/1/2010	12/31/2010	DO	00000453	806740	69
O009. /DOT/33/	VEHICLE PERMITS (DT-433) Non-Taxi decal removal cards (2009); taxi decal removal cards (2008)	EX+1	1/1/2008	12/31/2009	DO	00000442	805494	70

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 4/15/2014

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RECORDS OF: TRANSPORTATION/REGULATIONS ANALYSIS SECTION

/DOT/72/

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
O003. /DOT/72/	REPORT OF TRAFFIC CONDITIONS (DT-219 13R) Reports of Traffic Conditions files: Reports, action taken, correspondence. 27th St. and Adams., to Ave. 64 & C	TO+3	1/1/1980	12/31/1980			800025	1
						CRC		

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

1

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

1

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:

4-18-14

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

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 4/15/2014

PAGE: Page 1 of 1

RECORDS OF: TRANSPORTATION/PARKING METER MANAGEMENT

/DOT/75/

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
O015. /DOT/75/	PARKING METER SECURITY DAILY PARKING METER Parking Meter Count January - June 1988	TO+10	1/1/1988	6/30/1988			798523	1
O015. /DOT/75/	PARKING METER SECURITY DAILY PARKING METER Parking Meter Count July - December 1988	TO+10	7/1/1988	12/31/1988			798588	2
O015. /DOT/75/	PARKING METER SECURITY DAILY PARKING METER Parking Meter Count July-Dec. 1987	TO+10	7/1/1987	12/31/1987			798597	3
O015. /DOT/75/	PARKING METER SECURITY DAILY PARKING METER Parking Meter Count July 1986 - June 1987	TO+10	7/1/1986	6/30/1987			798603	4

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

4

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

=====

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:

4-21-14

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"

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RECORD TYPES:

V=VITAL H=HISTORICAL C=CONFIDNETIAL L=LEGAL

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 4/15/2014

PAGE: Page 1 of 1

RECORDS OF: TRANSPORTATION/OFF-STREET PARKING DIVISION

/DOT/76/

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. /DOT/76/	LOT OPERATIONS DWP bills Jan - June 1987	TO+5	1/1/1987	6/30/1987			798584	1
O006. /DOT/76/	LOT OPERATIONS DWP bills Jan-Dec. 1988	TO+5	1/1/1988	12/31/1988		CRC	798600	2
O008. /DOT/76/	PARKING STUDIES Parking studies and planning files for downtown 1957 - 1970	TO+5	1/1/1957	12/31/1970		000000004	18322	3
O008. /DOT/76/	PARKING STUDIES Civic Center Mall 1958 - 1964 Highland Park 1956 - 1967; 1968 - 1974 Hollywood 1964 - 1969; 1970 - 1974; 1	TO+5	1/1/1956	12/31/1977		000000005	18323	4
O008. /DOT/76/	PARKING STUDIES Larchmont 1969 - 1977 Lincoln Heights 1956 - 1965; 1966 - 1969; 1970 - 1974; 1975 - 1977 Miracle Mile (To	TO+5	1/1/1956	12/31/1980		000000006	18324	5
O008. /DOT/76/	PARKING STUDIES Miracle Mile 1957 - 1967; 1968 - Miracle Mile (Toyko Lot) 1981 - North Hollywood: 1956 - 1970 Pacific Palisad	TO+5	1/1/1957	12/31/1980		000000007	18325	6
O008. /DOT/76/	PARKING STUDIES San Pedro 1973 - 1976; 1977 - 1979 Santa Monica-Butler-Sawtelle 1958 - 1961; 1962 - 1965; 1966 - 1974;	TO+5	1/1/1958	12/31/1974		000000009	18327	7
O008. /DOT/76/	PARKING STUDIES Studio City 1956 - 1965 Sunset - Echo Park 1957 - 1964; 1965 - 1970 Van Nuys 1969 - 1970; 1971 - 1973;	TO+5	1/1/1956	12/31/1970		000000010	18328	8
O008. /DOT/76/	PARKING STUDIES Parking studies, leases, etc.: Van Nuys 1956 - 1968 Vermont - Manchester 1954 - 1967 Vermont - Slauson 19	TO+5	1/1/1954	12/31/1977		000000011	18329	9
O008. /DOT/76/	PARKING STUDIES Westwood 1965 - 1967; 1968; 1969; 1970 - 1972; 1973 - 1974; 1975; 1976; 1977 - 1979 Westwood Villag	TO+5	1/1/1965	12/31/1979		000000012	18330	10
O008. /DOT/76/	PARKING STUDIES Wilshire Parking Authority: misc. files (Wilshire Center)	TO+5	4/1/1965	10/31/1974		000000013	18331	11

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

11

Minus excluded boxes:

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

11

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 18.4 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD): [Signature] BY (DEPT HEAD): [Signature] DATE: 4-21-14

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=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVESIZED DOCUMENT OP=OPTICAL DISK
VT=VIDEO TAPE PC=PUNCH CARDS
RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL