



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

* **Records of Department:**

Additional Information:

Submitting Date: Email me a copy

* **Quantity:**

Records Dated From **To**

Description:

Attachment: [2 MB max] [AGE01 100-0120 156 Boxes.pdf](#)

Department Authorization

Authorizing Person: **Date:**

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

Date Signed:

APPROVE

REJECT

Signature:

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

Text

40 BOXES OF SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM FILES
106 BOXES OF PROJECT FILES (FISCAL)
6 BOXES OF EARS CLIENT FILES
4 BOXES OF TIMEKEEPING RECORDS

CERTIFICATION FOR DISPOSITION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Dispose of Obsolete Records:

1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
 - a. For operations of named department or office, or
 - b. For the operations of the City, or
 - c. To satisfy a City Council policy adopted by resolution, or a City Council request, or
 - d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
 - e. By the City Clerk for the City Archives; and
4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4 of the Los Angeles Administrative Code;
2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

BY *[Signature]* Date 10/17/16

Records of Department/Bureau AGING

Records Dated 1992 THROUGH 2010

Request for
 AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Department of Aging (Department/Bureau) (Division) (Unit)
 Location 221 N. Figueroa Street, Suite 500, Los Angeles, CA 90012
 of Records Schedule No. _____ Records Retention Original Records Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity (Boxes)
					From	To		
0014	Senior Community Service Employment Program, (Years 92-95;96-97;2001;2002;2000-03;2002-03;2005;2008)			AU+5	1992	2008	See above.	See title 40
0011	0012 Project Files (Fiscal) Project Files, Program Management Division/Fiscal Box 1-106			TO+5 AU+3	2004	2010	See above.	See title 106
0018	EARS Project Records Boxes 1-6			TO+5	2007	2010	See above.	See title 6
0015	Timekeeping Records			AU+5	1994	1999	See above.	See title 4
								<u>156</u>

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By [Signature] Date 10/17/10 Page 10 of 10 Pages
 Division Head Department Head

Retention Codes: AU=ANNUAL REVIEW AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION
 TO = the "To Date" i.e. the date of the record.