

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: September 10, 2015

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

Attn: Leela Kapur

FROM: Holly L. Wolcott, City Clerk *Gregory R. Allison for HLW*

SUBJECT: **REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
THIS SUPERCEDES THE REQUEST OF JUNE 4, 2015
COUNCIL FILE 15-0880**

Attached is a Request for Authority to Destroy Obsolete Records from Los Angeles World Airports signed by the authorized designee indicated for the period listed below:

DEPARTMENT/DESIGNEE/	DATES OF RECORDS
Los Angeles World Airports	01/01/1960 – 12/31/2009
General Manager's Office	(LAWA/01 28 boxes from 07/01/1970 – 06/30/2005)
Deputy General Manager's Office	(LAWA/02 13 boxes from 01/01/1968 – 12/31/2004)
Deputy General Manager's Office	(LAWA/03 2 boxes from 03/05/2000 – 06/28/2003)
Director of Administration Division	(LAWA/04 491 boxes from 01/01/1960 – 12/31/2008)
Airport Manager	(LAWA/06 65 boxes from 01/01/1971 – 02/01/2000)
City Attorney Division	(LAWA/09 1018 boxes from 01/01/1962 – 12/31/2009)
Sampson Mengistu	

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 1,617 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 \$261.95 per month, or \$3,143.49 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:GA:TG
Attachments

RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy Obsolete Records pertaining to 1,617 boxes of records dating from 01/01/1960 through 12/31/2009 from Los Angeles World Airports, and the request is signed by authorized designee Sampson Mengistu; 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 Entertainment and Facilities Committee is hereby approved.

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

HOLLY WOLCOTT - CITY CLERK

BY _____

Deputy

Council File No: CF 15-0880

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 World Airports		
General Manager's Office	(LAWA/01 28 boxes from 07/01/1970 - 06/30/2005)	3
Deputy General Manager's Office	(LAWA/02 13 boxes from 01/01/1968 - 12/31/2004)	3
Deputy General Manager's Office	(LAWA/03 2 boxes from 03/05/2000 - 06/28/2003)	3
Director of Administration Division	(LAWA/04 491 boxes from 01/01/1960 - 12/31/2008)	3
Airport Manager	(LAWA/06 65 boxes from 01/01/1971 - 02/01/2000)	3
City Attorney Division	(LAWA/09 1018 boxes from 01/01/1962 - 12/31/2009)	3
Total Pages		18


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 _____ Date _____ Council File No. _____
City Attorney

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: December 22, 2014

TO: The Information Technology & Government Affairs Committee

FROM: Samson Mengistu 
Deputy Executive Director
Los Angeles World Airports

SUBJECT: **REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY**

SITUATION:

In accordance with instructions from the Information Technology & Government Affairs Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

<u>Schedule No.</u>	<u>Department/Division</u>
DOA /01/	Los Angeles World Airports/General Manager

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O001	Budget Working Papers	TO+2	2
O002	Correspondence and Subject Files	AR+2	26

REASONS:

The records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

Attachments

SM:BA

CERTIFICATION FOR DESTRUCTION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy 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(a)(1)B 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 Sandra Menguth Date 12/23/14

Department/Bureau Los Angeles World Airports

Records Dated July 1, 1970 through June 30, 2005

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports General Manager
 (Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DOA/01 Original Records Duplicate Records

Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	O001	Budget Working Papers			TO+2	1/1/1996	12/31/1996	Records Center	2
2	O002	Correspondence and Subject Files			AR+2	7/1/1970	6/30/2005	Records Center	26

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

By [Signature] Division Head By Susan Menguti Department Head Date 11/20/14 Page ___ of ___ Pages

Retention Codes: AU=AUDIT AR=ANUAL 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

Ref: DR-01-032814

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: December 22, 2014

TO: The Information Technology & Government Affairs Committee

FROM: Samson Mengistu 
Deputy Executive Director
Los Angeles World Airports

SUBJECT: **REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY**

SITUATION:

In accordance with instructions from the Information Technology & Government Affairs Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

<u>Schedule No.</u>	<u>Department/Division</u>
DOA /02/	Los Angeles World Airports/Deputy General Manager

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O001	Correspondence and Subject Files (Administration)	TO+2	3
O005	Correspondence and Subject Files (Legislative)	TO+2	2610

REASONS:

The records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

Attachments

SM:BA

CERTIFICATION FOR DESTRUCTION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy 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(a)(1)B 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 *Susan Bengtson* Date 12/23/14

Department/Bureau Los Angeles World Airports

Records Dated January 1, 1968 through December 31, 2004

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports Deputy General Manager
 (Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DOA/02 Original Records Duplicate Records

Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	O001	Correspondence and Subject Files (Administration)			TO+2	1/1/2004	12/31/2004	Records Center	3
2	O005	Correspondence and Subject Files (Legislative)			TO+2	1/1/1968	12/31/1983	Records Center	26 10

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

By [Signature] Division Head By Samsan Mergu Department Head Date 11/20/14 Page ___ of ___ Pages

Retention Codes: AU=AUDIT AR=ANUAL 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

Ref: DR-02-040214

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: December 22, 2014

TO: The Information Technology & Government Affairs Committee

FROM: Samson Mengistu 
Deputy Executive Director
Los Angeles World Airports

SUBJECT: **REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY**

SITUATION:

In accordance with instructions from the Information Technology & Government Affairs Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

<u>Schedule No.</u>	<u>Department/Division</u>
DOA /03/	Los Angeles World Airports/Deputy General Manager

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O008	Reports and Studies (Outside Consultants)	TO+2	2

REASONS:

The records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

Attachments

SM:BA

CERTIFICATION FOR DESTRUCTION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy 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(a)(1)B 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 Sauron Mangin Date 12/23/14

Department/Bureau Los Angeles World Airports

Records Dated March 5, 2000 through June 28, 2003

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports Deputy General Manager
 (Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DOA/03 Original Records Duplicate Records

Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0008	Reports and Studies (Outside Consultants)			TO+2	3/5/2000	6/28/2003	Records Center	2

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

By [Signature] Division Head By [Signature] Department Head Date 11/20/14 Page ___ of ___ Pages

Retention Codes: AU=AUDIT AR=ANUAL 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

Ref: DR-03-040214

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: December 22, 2014

TO: The Information Technology & Government Affairs Committee

FROM: Samson Mengistu *SM*
Deputy Executive Director
Los Angeles World Airports

SUBJECT: **REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY**

SITUATION:

In accordance with instructions from the Information Technology & Government Affairs Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

<u>Schedule No.</u>	<u>Department/Division</u>
DOA /04/	Los Angeles World Airports/Director of Administration

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O001	Budget Working Papers	TO+2	2
O002	Correspondence and Subject Files	TO+2	447 477
O004	Monthly Status Reports	TO+2	12

REASONS:

The records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

Attachments

SM:BA

CERTIFICATION FOR DESTRUCTION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy 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(a)(1)B 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 Samsan Mangat Date 12/23/14

Department/Bureau Los Angeles World Airports

Records Dated January 1, 1960 through December 31, 2008

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports Director of Administration
 (Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DOA/04 Original Records Duplicate Records

Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	O001	Budget Working Papers			TO+2	1/1/1997	12/31/1998	Records Center	2
2	O002	Correspondence and Subject Files			TO+2	1/1/1960	12/31/2008	Records Center	477
3	O004	Monthly Status Reports			TO+2	1/1/1983	12/31/2000	Records Center	12

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

By [Signature] Division Head By Sanson Mengistu Department Head Date 11/20/14 Page ___ of ___ Pages

Retention Codes: AU=AUDIT AR=ANUAL 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

Ref: DR-04-040214

CERTIFICATION FOR DESTRUCTION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy 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(a)(1)B 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 Sausan Menguti Date 12/23/14

Department/Bureau Los Angeles World Airports

Records Dated January 1, 1971 through February 1, 2000

RECEIVED
 RECORDS DIVISION
 11/21 PM 2:05

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports Airport Manager
 (Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DOA/06 Original Records Duplicate Records

Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	O003	Correspondence and Subject Files			AR+2	1/1/1971	2/1/2000	Records Center	62
2	O009	Station Manager's Minutes			AR+2	2/1/2000	2/1/2000	Records Center	1
3	O010	Telephone Log			CL+2	2/1993	2/1/2000	Records Center	2

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

By [Signature] Division Head By [Signature] Department Head Date 11/2/14 Page ___ of ___ Pages

Retention Codes: AU=AUDIT AR=ANUAL 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.

Ref: DR-06-040314

CITY OF LOS ANGELES
 INTER-DEPARTMENTAL CORRESPONDENCE

DATE: May 27, 2015

TO: The Information Technology & Government Affairs Committee

FROM: Samson Mengistu *SM*
 Deputy Executive Director
 Los Angeles World Airports

SUBJECT: **REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY**

SITUATION:

In accordance with instructions from the Information Technology & Government Affairs Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

<u>Schedule No.</u>	<u>Department/Division</u>
DOA /09/	Los Angeles World Airports/City Attorney

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O001	Budget Working Papers	TO+2	4
O002	Contracts	EX+5	64
O003	Correspondence and Subject Files	AR+5	114
O004	Daily Time Reports	CL	1
O006	Leases	EX+5	17
O007	Litigation Case Files	CL+10	815
O009	Operating Agreements	EX+5	1
O010	Permits	EX+5	2

1018

REASONS:

The records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

Attachments

SM:CBH

CERTIFICATION FOR DESTRUCTION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy 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(a)(1)B 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 Sandra Mengutin Date 5/28/15

Department/Bureau Los Angeles World Airports

Records Dated January 1, 1962 through December 31, 2009

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports City Attorney
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DOA/09 Original Records Duplicate Records

Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	O001	Budget Working Papers			TO+2	1/1/2000	12/31/2002	Records Center	4
2	O002	Contracts			EX+5	03/1/1991	12/31/2009	Records Center	64
3	O003	Correspondence and Subject Files			AR+5	1/1/1989	12/31/2007	Records Center	114
4	O004	Daily Time Reports (CA 166)			CL	1/1/2000	12/31/2008	Records Center	1
5	O006	Leases			EX+5	1/1/1976	3/31/2006	Records Center	17
6	O007	Litigation Case Files			CL+10	1/1/1962	12/31/2003	Records Center	815
7	O009	Operating Agreements			EX+5	1/1/1995	12/31/2001	Records Center	1
8	O010	Permits			EX+5	1/1/2001	12/31/2002	Records Center	2

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

By Timothy J. [Signature] Division Head By Sandra Mendez [Signature] Department Head Date 5/28/15 Page ___ of ___ Pages

Retention Codes: AU=AUDIT AR=ANUAL 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.

Ref: DR-09-040314