

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

RECORDS OF: DEPARTMENT OF AIRPORTS
AIRPORT POLICE BUREAU (DOA/80)

QUANTITY: 15,368 Boxes

RECORDS
DATED FROM 1995 – 2012

DESCRIPTION 15,368 boxes of item O045 – V-NET Surveillance Video Tapes from 1995 – 2012.

AUTHORIZED BY:

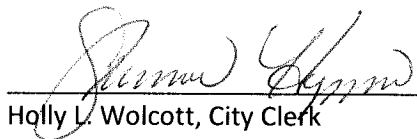
DEPARTMENT AUTHORIZATION:

Samson Mengistu, Deputy Executive Director
(signature located in attached report from LAWA)

August 31, 2016

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.



Holly L. Wolcott, City Clerk

9/13/16

Date

DATE OF NOTIFICATION Sept 20, 2016 (Records will be held for 60 days from this date)

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: August 31, 2016
TO: The Entertainment and Facilities Committee
FROM: Samson Mengiste *SM*
Deputy Executive Director
Los Angeles World Airports
SUBJECT: **REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY**

SITUATION:

In accordance with instructions from the Entertainment and Facilities Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF: Los Angeles World Airports

Schedule No.: DOA/80/ Division: Airport Police Bureau

Schedule Item No.	Record Series Title	Total Retention	Quantity of Boxes
O032	V-NET Surveillance Tapes	TO+5	5,414
O045	V-NET Surveillance Video Tapes	TO+3	9,953
			15,368

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 Sanjay Mungur

Date 9-1-16

Department/Bureau Los Angeles World Airports

Records Dated January 1, 1995 through October 21, 2012

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

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

Location of Records Records Retention Center Records Retention Schedule No. DOA/80 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	0032	V-NET Surveillance Tapes			TO+5	3/18/1995	12/31/2011	Records Center	5,414
2	0045	V-NET Surveillance Video Tapes			TO+3	1/1/1995	10/21/2012	Records Center	9,953 15,368

OK'D: Timothy D. S.
September 8, 2012

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

By [Signature] Division Head By Sauson Meng Date 9/1/12 Department Head

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SE=SUPERSEDED TE=TERMINATION

TO = The To Date, i.e. the date of the record

Ref: V-NET VIDEO TAPES (ALL UP TO 10/21/2012)