CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

RECORDS OF: DEPARTMENT OF AIRPORTS

ONTARIO AIRPORT MAINTENANCE (DOA/76)

QUANTITY:

69 Boxes

RECORDS

DATED FROM 1977 - 2006

DESCRIPTION 69 boxes of Correspondence and Subject Files and other

Record series from:

1977 - 2006.

AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

Samson Mengistu, Deputy Executive Director (signature located in attached report from LAWA) October 12, 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

DATE OF **NOTIFICATION**

Oct 27, 2016 (Records will be held for 60 days from this date)

Form Gen. 160

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE:

October 6, 2016

TO:

The Entertainment and Facilities Committee

FROM:

Samson Mengistu

Chief Operating Officer // 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/76/ Division: Ontario Airport Maintenance

Schedule		Total	Quantity
Item No.	Record Series Title	Retention	of Boxes
O002	CORRESPONDENCE AND SUBJECT FILES	AR+2	41
O003	DISCREPANCY REPORTS	TO+10	9
O005	ENVIRONMENTAL FILES	TO+10	1
O007	GASOLINE MONTHLY REPORT/TICKETS	TO+5	5
O015	DAILY TIME REPORTS	CL	Q
O016	WORK REQUESTS (M-6)	CL	5
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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
 - 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, th	ie above determinatior	ns are true:	
BY Shusm /V	Deny 14	Date	
Department/Bureau Los Angel	es World Airports		
Records Dated <u>January 1, 19</u>	77 through December	31, 2006	

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Records	of Los	Records of Los Angeles World Airports			Ontario M	Ontario Maintenance			
		(Department/Bureau)			Ω)	(Division)		(Unit)	
Location of Recor	n rds <u>Rec</u>	Location of Records Retention Center	Records Retention Schedule No. <u>DOA/76</u>	ntion DOA/76	2	[X] Original Records		[] Duplicate Records	
Item	Sch	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusiv	Inclusive Dates	Storage Location Nos.	Quantity
?	No				Retention Period (YEARS)	From	To		
	0005	CORRESPONDENCE AND SUBJECT FILES			AR+2	01/01/1978	12/31/2006	Records Center	41
7	0003	DISCREPANCY REPORTS			TO+10	01/01/1977	12/31/2005	Records Center	6
т	0005	ENVIRONMENTAL FILES	·•		TO+10	01/01/1993	12/31/2002	Records Center	
4	0007	GASOLINE MONTHLY REPORT/IICKETS			TO+5	01/01/1983	12/31/1993	Records Center	5
'n	0015	DAILY TIME REPORTS			Ç	9861/10/10	12/31/1989	Records Center	∞
9	0016	WORK REQUESTS (M-6)			CL+2	01/01/1984	12/31/1999	Records Center	٠.
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The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By a mile of Department Head Department Head

AU-AUDIT AR-ANUAL REVIEW CL-CLOSED CO-COMPLETION CA-CANCELLED EX-EXPIRATION PE-PERMANENT SU-SUPERSEDED TE-TERMINTON Retention Codes:

Page 1 of 1 Pages

Date

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

Ref: Query of DOA76 09272016