

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.



Holly L. Wolcott, City Clerk

10/25/16


Date

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

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 Item No.	Record Series Title	Total Retention	Quantity 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	8
O016	WORK REQUESTS (M-6)	CL	5

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

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports (Department/Bureau) Ontario Maintenance (Division) _____ (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DOA/76 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	0002	CORRESPONDENCE AND SUBJECT FILES			AR+2	01/01/1978	12/31/2006	Records Center	41
2	0003	DISCREPANCY REPORTS			TO+10	01/01/1977	12/31/2005	Records Center	9
3	0005	ENVIRONMENTAL FILES			TO+10	01/01/1993	12/31/2002	Records Center	1
4	0007	GASOLINE MONTHLY REPORT/TICKETS			TO+5	01/01/1983	12/31/1993	Records Center	5
5	0015	DAILY TIME REPORTS			CL	01/01/1986	12/31/1989	Records Center	8
6	0016	WORK REQUESTS (M-6)			CL+2	01/01/1984	12/31/1999	Records Center	5

*OK to destruction
S.S. [Signature]
10-19-16*

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

By T. Ehh Division Head S. S. [Signature] Department Head Date 10-4-16 Page 1 of 1 Pages

Retention Codes: AU=AUDIT 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

Ref: Query of DOA/76 09272016