



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]

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE **REJECT**

Authorizing Person:

Signature: 

Date Signed:

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

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: November 30, 2016

TO: The Entertainment and Facilities Committee

FROM: Samson Mengistu *SM*
 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/95/ Division: Ontario Airport Parking Services/Landside**

<u>Schedule</u>		<u>Total</u>	<u>Quantity</u>
<u>Item No.</u>	<u>Record Series Title</u>	<u>Retention</u>	<u>of Boxes</u>
O002	DAILY REPORTS	TO+2	115

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 Mungwa Date 11/21/16

Department/Bureau Los Angeles World Airports

Records Dated January 1, 1987 through December 31, 1997

DEPT. OF AIRPORTS
 PURCHASING AUTHORITY TO DESTROY OBSOLETE RECORDS

Request for

16 DEC -9 PM 3:49

Recyclable and made from recycled waste.

Records of Los Angeles World Airports (Department/Bureau) Ontario Parking Services/Landside (Unit)

Location of Records Ontario Airport Records Retention Schedule No. DOA/95 Original Records Duplicate Records

Item No	Sub 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	DAILY REPORTS			TO+2	01/01/1987	12/31/1997	Ontario Airport	115

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

By T. J. Mc [Signature] By Saunson [Signature] Date 11-21-16 Page 1 of 1 Pages 12912

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 DOA950002 11/22/2016