<table>
<thead>
<tr>
<th><strong>NOTICE OF INTENTION TO DESTROY OBsolete RECORDS</strong></th>
</tr>
</thead>
</table>

**Records of Department:** Los Angeles World Airports  
**Additional Information:** ONTARIO PARKING SERVICES DOA/95

**Submitting Date:** 1/17/2017  
**Email me a copy**

**Quantity:** 115 Boxes  
**Records Dated From To:** 1/1/1987 12/31/1997

**Description:** 115 BOXES OF DAILY REPORTS.

**Attachment:** [2 MB max] Browse

**Department Authorization**

<table>
<thead>
<tr>
<th><strong>Authorizing Person:</strong></th>
<th>Samson Mengistu</th>
<th><strong>Date:</strong></th>
<th>11/21/2016</th>
</tr>
</thead>
</table>

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

**Authorizing Person:**  
**Date Signed:**

<table>
<thead>
<tr>
<th><strong>APPROVE</strong></th>
<th><strong>REJECT</strong></th>
</tr>
</thead>
</table>

**Signature:**

**Date of Notification:** 02/07/2017  
(Records will be held for 60 days from this date).
DATE: November 30, 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/95/ Division: Ontario Airport Parking Services/Landside

<table>
<thead>
<tr>
<th>Schedule Item No.</th>
<th>Record Series Title</th>
<th>Total Retention</th>
<th>Quantity of Boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>O002</td>
<td>DAILY REPORTS</td>
<td>TO+2</td>
<td>115</td>
</tr>
</tbody>
</table>

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  [Signature]  Date 11/21/16

Department/Bureau  Los Angeles World Airports

Records Dated  January 1, 1987 through December 31, 1997