



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

***Records of Department:** Los Angeles World Airports

Additional Information: LANDSIDE OPERATIONS/PARKING AUDIT (DOA/47)

Submitting Date: 2/22/2017 Email me a copy

***Quantity:** 359 Boxes

Records Dated From 01/01/2009 **To** 01/19/2012

Description:
56 BOXES OF ITEM O002 CREDIT & DEBIT CARD RECEIPTS
303 BOXES OF ITEM O003 CASHIER'S COLLECTION REPORTS

Attachment: [2 MB max] [LAWA47 359 boxes 98-0118.pdf](#)

Department Authorization

Authorizing Person: Samson Mengistu **Date:** 02/10/2017

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

SHANNON HOPPE

Date Signed:

02/22/2017

APPROVE

REJECT

Signature:

Date of Notification: 03/01/2017 (Records will be held for 60 days from this date).


SUBMIT

CANCEL

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: February 7, 2017

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/47/ Division: Landside Operations/Parking Audit**

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
0002	CREDIT & DEBIT CARD RECEIPTS	TO+5	56
0003	CASHIER'S COLLECTION REPORTS	TO+5	303

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 *Susan Mung* Date *2/10/17*

Department/Bureau Los Angeles World Airports

Records Dated January 1, 2009 through January 19, 2012

Request for
 AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports (Department/Bureau) Landside Operations / Parking Audit (Division) (Unit)

Location Records Retention Center Records Retention Schedule No. DOA/47 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	CREDIT & DEBIT CARD RECEIPTS			TO+5	01/01/2009	01/19/2012	LAWA Records Center	56
2	0003	CASHIER'S COLLECTION REPORTS			TO+5	01/01/2010	01/18/2012	LAWA Records Center	303

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

By [Signature] Division Head Date 2/1/17 By [Signature] Department Head Page 1 of 1 Pages

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CI=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION
 TO = The To Date, i.e. the date of the record
 Destruction Reports No.: DOA470002 0003 01192017

SE 2-15-17
 [Signature]

17 FEB 2 2017
 PURCHASING DIVISION
 DEPT OF FINANCIAL
 303