

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports General Manager
 (Department/Bureau) Division (Unit)

Location Of Records Records Retention Center Records Retention Schedule No. DOA/01 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	O001	Budget Working Papers			TO+2	12/31/1996	12/31/1998	RRC	2
2	O002	Correspondence and Subject Files			AR+2	07/01/1970	06/30/2005	RRC	27

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

By Kathy Van Ness By [Signature] Date 8/14/19 Page ____ of ____ Pages
 Division Head Department Head

Retention Codes: AU= AUDIT AR= ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX= EXPIRATION PER=PERMANENT SU= SUSPENDED
 TE = TERMINATION TO = THE DATE OF THE RECORD, i.e. the "TO DATE"

Ref: Query of DOA01 07/15/2019



Date: July 31, 2019

Memo to: Deborah Flint, Kathy Van Ness, Grant Firestone - Administration East, Room 200

From: Baltazar (Anthony) Mora

Subject: Request to Destroy Obsolete Records

Attached for your review is a Destruction Report for outdated records dated July 7, 1970 to June 5, 2005 listing 29 boxes for:

LAWA DOA/01 GENERAL MANAGER - LOS ANGELES WORLD AIRPORTS

Schedule Item No. 0001 – Budget Working Papers

Schedule Item No. 0002 – Correspondence and Subject Files

These records have reached eligibility for disposal and are ready to be scheduled for destruction. If you concur these records should be scheduled for destruction, please indicate so by initialing each line item in the "Approved" box. Please note you only need to sign and date the Authority to Destroy Obsolete Records form which is a summary of records eligible for destruction. If you do not concur that a particular box be destroyed, please indicate so by initialing that line item in the "Hold" box and provide a short reason the records must continue to be retained and the new proposed destruction date.

Once we receive your concurrence, we will then proceed to schedule these records for destruction approval per Los Angeles Administrative Code 12. The code requires that City records must be approved by the City Clerk's Office upon review and approval by the General Manager of the requesting department and concurrence from the City Attorney's Office. Your prompt attention to this request is greatly appreciated and will allow this lengthy process to begin.

Please submit your response by August 13, 2019

Should you have any questions, please do not hesitate to contact Baltazar Anthony Mora at 424-646-7411 or via email bmora@lawa.org.

Attachments: Form Gen 48: Request to Destroy Obsolete Records, Destruction Reports No.: DOA/01 0001 & DOA/01 0002

CC: Sonya Danbury; Eric Parco; Raymond Reza; Lisa Kim

Los Angeles World Airports

Eligible for Disposition - Filter/Query Applied - No Sorts Allowed

Barcode N	DivisionBoxN	Retention Code	Retention Code Description	BoxDescription	Location	Record From Da	Record To Da	Disposal Eligible D	Approved	Hold	Fill in New Disposal Dat
459	11-2	DOA/01O002	Correspondence and Subject Files	Jack's Files	Records Center - Main	07/01/1970	06/30/1979	06/30/1981	<input checked="" type="checkbox"/>	<input type="checkbox"/>	___/___/___
787		DOA/01O002	Correspondence and Subject Files	CORRESPONDENCE AND SUBJECT FILES	Records Center - Main	01/01/2000	12/31/2000	12/31/2002	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
4652	51-5	DOA/01O002	Correspondence and Subject Files	AIRPORTS MISCELLANEOUS GREAT BRITAIN LAX-AIRLINE LAWSUIT/HEARING 5 OF 5	Records Center - Main	01/11/2000	01/11/2000	01/11/2002	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
4813	01-CL38	DOA/01O002	Correspondence and Subject Files	Clipsheets-BOAC	L03-954-001-001-001	01/01/1996	12/31/1996	12/31/1998	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
5246	01-39	DOA/01O002	Correspondence and Subject Files	Clip Sheets	L03-988-001-001-001	01/01/1997	12/31/1997	12/31/1999	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
5248	01-40	DOA/01O002	Correspondence and Subject Files	Clip Sheets	L03-975-001-001-001	01/01/1997	12/31/1997	12/31/1999	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
16364	01-523	DOA/01O002	Correspondence and Subject Files	Agreements	3G - 04 - 03	06/30/2005	06/30/2005	06/30/2007	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
21578	01-A04	DOA/01O002	Correspondence and Subject Files	Agendas	3V - 23 - 01	01/01/1980	12/31/1981	12/31/1983	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
21700	01-A01	DOA/01O002	Correspondence and Subject Files	Agendas	3U - 24 - 01	01/01/1972	12/31/1974	12/31/1976	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
21720	01-A02	DOA/01O002	Correspondence and Subject Files	Agendas	3X - 13 - 01	01/01/1974	12/31/1977	12/31/1979	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
21731	01-A03	DOA/01O002	Correspondence and Subject Files	Agendas	3V - 21 - 01	01/01/1978	12/31/1979	12/31/1981	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
21732	01-A08	DOA/01O002	Correspondence and Subject Files	Agendas	3V - 07 - 01	01/01/1987	01/01/1989	01/01/1991	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
21733	01-A06	DOA/01O002	Correspondence and Subject Files	Agendas	3V - 06 - 01	01/01/1982	12/31/1984	12/31/1986	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
21898	01-A07	DOA/01O002	Correspondence and Subject Files	Agenda	3V - 07 - 01	01/01/1984	12/31/1986	12/31/1988	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
22009	01-A05	DOA/01O002	Correspondence and Subject Files	Agenda	3U - 24 - 02	01/01/1981	12/31/1982	12/31/1984	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
22099	01-RTCT20	DOA/01O002	Correspondence and Subject Files	1971	3F - 03 - 01	01/01/1971	12/31/1971	12/31/1973	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
26479		DOA/01O002	Correspondence and Subject Files	Correspondence and Subject	3B - 08 - 04	01/01/1996	12/31/1996	12/31/1998	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
26852	01-CL32	DOA/01O002	Correspondence and Subject Files	Clip Sheets	L03-960-001-001-001	01/08/1992	06/22/1992	06/22/1994	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
26853	01-CL33	DOA/01O002	Correspondence and Subject Files	Clip Sheets	L03-952-001-001-001	07/13/1992	11/06/1992	11/06/1994	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
26854	01-CL34	DOA/01O002	Correspondence and Subject Files	Clip Sheets	L03-990-001-001-001	11/23/1992	09/28/1993	09/28/1995	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
26855	01-CL35	DOA/01O002	Correspondence and Subject Files	Clip Sheets	L03-960-001-001-001	10/26/1993	06/20/1994	06/20/1996	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
26857	01-CL36	DOA/01O002	Correspondence and Subject Files	Clip Sheet	3C - 21 - 04	07/15/1994	03/24/1995	03/24/1997	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
26858	01-CL37	DOA/01O002	Correspondence and Subject Files	Clip Sheets	L03-985-001-001-001	04/15/1995	12/19/1995	12/19/1997	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
26882		DOA/01O002	Correspondence and Subject Files	Correspondence and Subject	L03-978-001-001-001	01/01/1997	12/31/1997	12/31/1999	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
26884		DOA/01O002	Correspondence and Subject Files	Correspondence and Subject	L03-986-001-001-001	01/01/1997	12/31/1997	12/31/1999	<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
27049	57	DOA/01O002	Correspondence and Subject Files	General Files	3D - 23 - 01	06/01/1979	06/30/1979	06/30/1981	<input checked="" type="checkbox"/>	<input type="checkbox"/>	___/___/___

[Handwritten signature]

Los Angeles World Airports
Eligible for Disposition - Filter/Query Applied - No Sorts Allowed

<u>Barcode N</u>	<u>DivisionBoxN</u>	<u>Retention Code</u>	<u>Retention Code Description</u>	<u>BoxDescription</u>	<u>Location</u>	<u>Record From Da</u>	<u>Record To Da</u>	<u>Disposal Eligible D</u>	<u>Approved</u>	<u>Hold</u>	<u>Fill in New Disposal Dat</u>
27106		DOA/01O002	Correspondence and Subject Files	Correspondence and Subject Files General Files JJD	3F - 03 - 02	04/01/1983	06/30/1983	06/30/1985	<input checked="" type="checkbox"/>	<input type="checkbox"/>	___/___/___

GP

Los Angeles World Airports
 Eligible for Disposition - Filter/Query Applied - No Sorts Allowed

Barcode N	DivisionBoxNumb	Retention Code	Retention Code Description	BoxDescription	Location	Record From Dat	Record To Da	Disposal Eligible Dat	Approved	Hold	Fill in New Disposal Date
26715		DOA/01O001	Budget Working Papers	BUDGET WORKING PAPERS	3B - 09 - 01	01/01/1996	12/31/1996	12/31/1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	___/___/___
26842		DOA/01O001	Budget Working Papers	Correspondence and Subject	3B - 17 - 04	01/01/1996	12/31/1996	12/31/1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	___/___/___

Finance

GR