

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

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

Location Of Records Records Retention Center Records Retention Schedule No. DOA/02+03 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	Correspondence and Subject Files Administration			TO+2	01/01/2004	12/31/2004	RRC	3
2	O004	Daily Time Reports			CL	05/16/2004	05/22/2004	RRC	1
3	O005	Correspondence and Subject Files Legislative			TO+2	01/01/1968	12/31/1983	RRC	10
4	O008	Reports and Studies (Outside Consultants)			TO+2	03/05/2000	06/28/2003	RRC	2

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

By Kathy Van Ness Division Head By [Signature] Department Head Date 8/24/19 Page ___ of ___ Pages

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"



Los Angeles
World Airports

M E M O R A N D U M

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Attached for your review is a Destruction Report for outdated records dated January 1, 1968 to December 31, 2004 listing 16 boxes for:

- LAWA DOA/02 +/03 DEPUTY GENERAL MANAGER - LOS ANGELES WORLD AIRPORTS**
- Schedule Item No. 0001 – Correspondence and Subject Files Administration**
- Schedule Item No. 0004 – Daily Time Reports**
- Schedule Item No. 0005 – Correspondence and Subject Files Legislative**
- Schedule Item No. 0008 – Reports and Studies (Outside Consultants)**

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/02 O001, O004, O005 & DOA/03 O008

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

Brian

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 Dat	Record To Dat	Disposal Eligible	Approved	Hold	Fill in New Disposal D
17837	8-30	DOA/02O001	Correspondence and Subject Files (Administration)	Contractor Responsibility Program Files A-G	3C - 22 - 03	01/01/2004	12/31/2004	12/31/2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	___/___/___
18802	08-35	DOA/02O001	Correspondence and Subject Files (Administration)	Request for Bid/Proposal	3E - 24 - 02	01/01/2004	12/31/2004	12/31/2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	___/___/___
18806	08-39	DOA/02O001	Correspondence and Subject Files (Administration)	Good Faith Effort	3A - 17 - 03	01/01/2004	12/31/2004	12/31/2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	___/___/___

Dir of Admin/PSD

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

Barcode N	DivisionBoxNum	Retention Code	Retention Code Description	BoxDescription	Location	Record From Da	Record To Da	Disposal Eligible Dat	Approved	Hold	Fill in New Dispos
15149	61-8340	DOA/02O004	Daily Time Reports	Daily Time Reports Weekly Time Sheets pp 24 wk 1 div 0-39	3V - 19 - 03	05/16/2004	05/22/2004	05/22/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	____/____/____

Emily Arceno

AW

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

Barcode No	DivisionBoxNu	Retention Code	Retention Code Description	BoxDescription	Location	Record From Da	Record To Da	Disposal Eligible	Approved	Hold	Fill in New Dispos
16626	20-7	DOA/03O008	Reports and Studies (Outside Consultants)	Request for qualifications	3A - 01 - 02	03/05/2000	06/28/2000	06/28/2002	<input checked="" type="checkbox"/>	<input type="checkbox"/>	___/___/___
16627	20-8	DOA/03O008	Reports and Studies (Outside Consultants)	Request for proposals	3H - 02 - 04	03/05/2003	06/28/2003	06/28/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	___/___/___

PSD?

Handwritten signature in blue ink.