

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

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

Location Of Records Records Retention Center Records Retention Schedule No. DOA/07 [X] 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	O004	Correspondence and Subject Files			AR+3	01/01/1978	12/31/1978	RRC	1

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

By [Signature] Division Head By [Signature] Department Head Date 7/31/19 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"



Date: July 30, 2019

DEBORAH FLINT

Memo to: Ramon Olivares – Skyview, 6053 W. Century Blvd., Level 4

From: Baltazar (Anthony) Mora – Records Retention Center

Subject: Request to Destroy Obsolete Records

Attached for your review is a Destruction Report for outdated records dated January 1, 1978 to January 31, 1978 listing 1 box for:

LAWA DOA/07 PALMDALE - LOS ANGELES WORLD AIRPORTS

Schedule Item No. 0004 – 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/07 0004

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

X

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

<u>Barcode No</u>	<u>DivisionBoxNu</u>	<u>Retention Code</u>	<u>Retention Code Description</u>	<u>BoxDescription</u>	<u>Location</u>	<u>Record From Dat</u>	<u>Record To Dat</u>	<u>Disposal Eligible Dat</u>	<u>Approved</u>	<u>Hold</u>
3969	55-34B	DOA/07O004	Correspondence and Subject Files (Administration)	Correspondence and Subject Files Palmdale Acquisitions	3H - 02 - 02	01/01/1978	12/31/1978	12/31/1981	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Baroni
7/31/19