

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

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

Location Of Records Records Retention Center Records Retention Schedule No. DOA/08 [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	O001	Agendas			TO+2	01/01/1975	12/31/2004	RRC	8
2	O002	Agreements			EX	07/14/1943	10/22/2012	RRC	264
3	O003	Board Meeting Attendance Registers			TO+2	01/01/1975	12/21/1999	RRC	35
4	O007	Budget Working Papers			TO+2	01/01/1975	12/31/1975	RRC	1
5	O009	Correspondence and Subject Files			AR+2	01/01/1970	12/31/2009	RRC	47
6	O011	Explanatory Notes			AR+2	01/01/1969	04/24/2012	RRC	4
7	O018	Publications			TO+10	01/01/1999	12/31/1999	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 8/14/19 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"



M E M O R A N D U M

Date: July 30, 2019

Memo to: Grace Miquel, Michelle Quezada – Administration East, Room 1115

/ p e b o r a t E L I N T

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Attached for your review is a Destruction Report for outdated records dated July 14, 1943 to October 17, 2012 listing 360 boxes for:

LAWA DOA/08 BOARD OFFICE - LOS ANGELES WORLD AIRPORTS

Schedule Item No. 0001 AGENDAS – BOARD OF AIRPORT COMMISSIONERS' MEETINGS

Schedule Item No. 0002 AGREEMENTS

Schedule Item No. 0003 BOARD MEETING ATTENDANCE REGISTERS

Schedule Item No. 0007 BUDGET WORKING PAPERS

Schedule Item No. 0009 CORRESPONDENCE AND SUBJECT FILES

Schedule Item No. 0011 EXPLANATORY NOTES

Schedule Item No. 0018 PUBLICATIONS

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.