

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of **Los Angeles World Airports**

**CONTRACT ADMINISTRATION**

(Department/Bureau)

Division

(Unit)


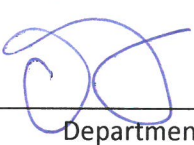
Location Of Records **Records Retention Center**

Records Retention Schedule No. **DOA/13**

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	Affirmative Action			TO+3	01/01/2006	12/31/2011	RRC	4
2	O002	Certification Files			TO+3	01/01/1992	12/31/2005	RRC	3
3	O003	Compliance Files			TO+4	01/31/1966	12/31/2014	RRC	53
4	O006	Luggage Files (Expired)			TO+4	01/01/1990	12/31/1995	RRC	2
5	O007	Pre-Qualification Files			TO+4	01/01/1987	12/31/2005	RRC	7
6	O008	Project Files			TO+4	01/01/1991	12/31/2012	RRC	117
7	O009	Proposals			TO+4	01/01/1976	08/10/2006	RRC	18
8	O011	Rental Car Reports			TO+3	05/01/1971	01/31/1990	RRC	3

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

By  Division Head By  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

*DEBORAH FLINT, BUFFIE KICKET*

Memo to: Brian Haig, Jing Wang – Administration West, 7301 World Way West, 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Attached for your review is a Destruction Report for outdated records dated January 1, 1966 to December 31, 2012 listing 207 boxes for:

## **LAWA DOA/13 CONTRACT ADMINISTRATION - LOS ANGELES WORLD AIRPORTS**

**Schedule Item No. 0001 – Affirmative Action**

**Schedule Item No. 0002 – Certification Files**

**Schedule Item No. 0003 – Compliance Files**

**Schedule Item No. 0006 – Luggage Files (Expired)**

**Schedule Item No. 0007 – Pre-Qualification Files**

**Schedule Item No. 0008 – Project Files**

**Schedule Item No. 0009 – Proposals**

**Schedule Item No. 0011 – Rental Car Reports**

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