

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of **Los Angeles World Airports**

PURCHASING

(Department/Bureau)

Division

(Unit)



Location Of Records **Records Retention Center**

Records Retention Schedule No. **DOA/14**

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	Bids			EX+5	01/01/1985	06/30/2014	RRC	360
2	O004	Correspondence and Subject Files			TO+2	01/01/1973	12/31/1977	RRC	1
3	O007	Purchase Order and Log			TO+5	01/01/1994	06/30/2009	RRC	55
4	O008	Purchase Order Request			TO+5	01/01/2003	12/31/2003	RRC	1
5	O009	Sub-Purchase Orders and Log			TO+5	01/01/2000	12/31/2005	RRC	37
6	O010	Yearly Purchase Orders			TO+5	12/16/1971	06/30/2009	RRC	74
7	D001	Agendas			TO+1	04/30/2008	04/30/2016	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 8/1/19 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 FLAHERTY

Memo to: Brian Haig, Buffie Rickett – 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Attached for your review is a Destruction Report for outdated records dated December 16, 1971 to April 30, 2016 listing 531 boxes for:

LAWA DOA/014 PURCHASING - LOS ANGELES WORLD AIRPORTS

Schedule Item No. 0001 - Bids

Schedule Item No. 0004 – Correspondence and Subject Files

Schedule Item No. 0007 – Purchase Order and Log

Schedule Item No. 0008 – Purchase Order Request

Schedule Item No. 0009 - Sub-Purchase Orders and Log

Schedule Item No. 0010 – Yearly Purchase Orders and Log

Schedule Item No. D001 - Agendas

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.



M E M O R A N D U M

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

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

**City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records**

**Records of: PURCHASING
/DOA/14/ LOS ANGELES WORLD AIRPORTS**

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Retention (YEARS) -- Office	Media Code	Record Type
				V H C L	
D		DUPLICATE RECORD SERIES			
D001.		AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N N N
D002.		APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N N N
D003.		ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N N N
D004.		AUTHORITY FOR EXPENDITURE (AFE) AND LOG (GEN. 40) (CONTROLLER) FORM: GEN. 40 RECORD TYPES:	TO+5		N N N
D005.		BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N N N
D006.		GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N N N

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TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL