



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

***Records of Department:** Los Angeles World Airports

Additional Information: FINANCIAL MANAGEMENT SYSTEMS (LAWA/26)

Submitting Date: 10/28/2019 Email me a copy

***Quantity:** 2 Boxes

Records Dated From 09/01/1982 **To** 10/31/2004

Description: CARGO DATA REPORTS

Attachment: [2 MB max] [LAWA26 137-213 2 boxes.pdf](#)

Department Authorization

Authorizing Person: Deborah Flint **Date:** 09/16/2019

City Clerk Authorization

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

Authorizing Person:

PETTY SANTOS

Date Signed:

10/28/2019

APPROVE

REJECT

Signature:

Date of Notification: 10/29/2019 (Records will be held for 60 days from this date).

SUBMIT

CANCEL



Date: September 10, 2019

Memo to: Deborah Flint, Valerie Hunter and Tiona Williams – Skyview, 6053 W. Century Blvd. Room 601

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Attached for your review is a Destruction Report for outdated records dated September 1, 1982 to October 31, 2004 listing 2 boxes for:

LAWA DOA/ 26 FINANCIAL MANAGEMENT SYSTEMS - LOS ANGELES WORLD AIRPORTS

Schedule Item No. 0007 – Cargo Data 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 September 24, 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/26 0007

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

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

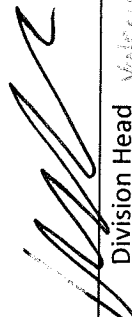
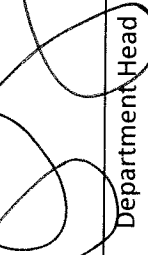
Records of **Los Angeles World Airports** **Financial Management Systems**

(Department/Bureau) _____ Division _____ (Unit) _____

Location Of Records **Records Retention Center** Records Retention Schedule No. **DOA/26** 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 | O007 | Cargo Data Reports | | | TO+10 | 09/01/1982 | 10/31/2004 | RRC | 2 |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |

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

By  Division Head  Department Head
 Date 9/16/19 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"