

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]	Detach LAWA26 137-213 2 boxes.pdf	
Department Authoriza	tion	
Authorizing Person:	Deborah Flint	Date: 09/16/2019
City Clerk Authorization	on	
50, I hereby certify that the a and to the best of my knowle	2.5 (d) of the Los Angeles Administrative Code (LAAC) and the ttached Request for Authority to Dispose of Obsolete Records ege is complete, accurate, and adequate. City Clerk staff have red any items of unique historical value.	has been reviewed by my office
	Autho	rizing Person:
	O REJECT PETTY	SANTOS
Signature:	Santos	Date Signed: 10/28/2019

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Attached for your review is a Destruction Report for outdated records dated September 1, 1982 to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 O007

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

CERTIFICATION FOR DISPOSITION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Dispose of Obsolete Records:

- The records are under the management or control of named department head;
- 2. The Records Retention Schedule minimum time limits have been satisfied:
- 3. The records listed are no longer required:
 - a. For operations of named department or office, or
 - b. For the operations of the City, or
 - c. To satisfy a City Council policy adopted by resolution, or a City Council request, or
- d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
 - e. By the City Clerk for the City Archives; and
- 4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

- 1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4 of the Los Angeles Administrative Code:
- 2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
- 3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of m	y knowledge <mark>∖t</mark>	the above	e determination	ns are tru	ıe:	
BY			1	Date	9/16/19	
Records of Department/Bure	eau: LAWA - I	DOA/26	Financial Man	agemer	nt Systems	
Records Dated	September	1. 1982 -	- October 31, 2	2004		

Form Gen. 48 (R 4/09) City of Los Angeles City Clerk

AUTHORITY TO DESTROY OBSOLETE RECORDS Request for

Financial Management Systems

Los Angeles World Airports

Records of

		(Department/Bureau)	1997.1		Division		(Unit)	it)	
Location Of Records_	ı	Records Retention Center	Records Retention Schedule No.	ion	DOA/26	_ [X]Origin	al Records [[X] Original Records [] Duplicate Records	rds
ltem	Sch Item	Record Title (Camp as an Cabadula)	Conf.	Form	Total Retention	Inclusiv	Inclusive Dates	Storage	
No O	No.	ייברטומ ויווב (סמוווב מז טוו סרוופתמוב)	Rec	No.	Period (YEARS)	From	To	Location Nos.	Quantity
1	0000	Cargo Data Reports		-	TO+10	09/01/1982	10/31/2004	RRC	,
2							100=/=0/0=	2	7
3									
4									CPRIME
5									
9									
7									

The above records are submitted for destruction in accordance with Sec 1みち of the L.A. Administrative Code:

of Date Jepartment Head 8 Division Head Valerichia Β,

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"

Ref: Query of DOA01 07/15/2019