

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

Signature:	Santos-	Date Signed: 02/28/2020
APPROVE	○ REJECT	PETTY SANTOS
		Authorizing Person:
50, I hereby certify that the at and to the best of my knowle	5 (d) of the Los Angeles Administrative Code (LAAC) a tached Request for Authority to Dispose of Obsolete Rege is complete, accurate, and adequate. City Clerk staffed any items of unique historical value.	ecords has been reviewed by my office
City Clerk Authorization	n	
Authorizing Person:	Justin Erbaci	Date: 02/21/2020
Department Authoriza	tion	
Attachment: [2 MB max]	Detach LAWA 0239 3804 boxes.pdf	
Description:	SEE ATTACHED REPORT.	•
Records Dated From	1/1/1960 To 12/31/2018	
*Quantity:	Boxes	
Submitting Date:	2/28/2020 ☐ Email me a copy	
Additional Information:	REPORTS FROM 13 DIVISIONS	
*Records of Department:	Los Angeles World Airports	

Date of Notification: 02/28/2020 (Records will be held for 60 days from this date).

SUBMIT

CANCEL

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Record	ds of	angeles World Airports	Dir	ector o	f Administrati	on			
	**************************************	(Department/Bureau)			Division	****	(U	nit)	
Location Of Rec	RECO	rds Retention Center	Records Ret Schedule No		DOA/04	[X] Orig	inal Records	Duplicate Rec	ords
Item	Sch Item	Description (Co. Co. L. L.)	Conf.	Form	Total Retention	Inclusi	ve Dates	Storage	
No.	No.	Record Title (Same as on Schedule)	Rec	No.	Period (YEARS)	From	То	Location Nos.	Quantity
1	0001	Budget Working Papers			TO+2	01/01/1998	12/31/1998	RRC	1
2	O002	Correspondence and Subject			TO+2	01/01/1960	12/31/2016	RRC	217 99
3	0004	Monthly Status Reports			TO+2	01/01/1983	12/31/2000	RRC	12
4	0005	Request for Proposal-Strategic Planning	g		EX+10	01/01/1999	12/31/2018	RRC	3
5	O007	Studies/Surveys-Strategic Planning			CO+10	01/01/1975	02/28/2008	RRC	2
								Total	217
The ab	ove records ar	e submitted for destruction in accordance	e with Sec 1	ዩ.5 of the I	L.A. Administrative	Code:		·	
Ву	hull privile	ByBy			Dat	te 2/21.	70 Page	of	Pages
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Retenti	ion Codes: AL	J= AUDIT AR= ANNUAL REVIEW CL=CLO = TERMINATION TO = THE DATE OF THE	SED CO=CON	/IPLETION	CA=CANCELLED E	X= EXPIRATION	PER=PERMANE	NT SU= SUSPEN	DED
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Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

	Los Angeles World Airports			LAN	DSIDE OPERAT	IONS			
		(Department/Bureau)			Division		(U	nit)	
Location Of Rec	THE CO	rds Retention Center	Records Retention DOA/10 Schedule No			[X] Original Records [] Duplicate Records			
Item	Sch Item	D	Conf.	Form	Total Retention	Inclusi	ive Dates	Storage	
No.	No.	Record Title (Same as on Schedule)	Rec	No.	Period (YEARS)	From	То	Location Nos.	Quantity
1	00012	Correspondence & Subject Files			AR+2	06/12/1980	05/12/1990	RRC	5
2	0002								
3									
4									
5					ļ <u>.</u>				
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									7
				A	L			Total	-5
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Ref: Query of DOA01 07/15/2019

Ref: Query of DOA01 07/15/2019

		(Department/Bureau)			Division		(Ui	nit)	
Locatio Of Rec	Reco	rds Retention Center		cords Retention DOA/11 [X] Original Records [] Duplicate Rec	ords	
Item	Sch Item		Conf.	Form	Total Retention	Inclusiv	ve Dates	Storage	
No.	No.	Record Title (Same as on Schedule)	Rec	No.	Period (YEARS)	From	То	Location Nos.	Quantity
1	O001	Budget Working Papers			TO+2	01/01/1992	12/31/1994	RRC	1
2	O002	Claims File			TO+10	01/01/1979	12/31/2008	RRC	446 3
}	O003	Claims Recap Reports			TO+10	01/01/1985	12/31/1998	RRC	
1	O004	Correspondence and Subject Files			AR+2	01/01/1965	12/31/2005	RRC	40
5	0005	Daily Time Reports			CL	04/04/2004	05/15/2004	RRC	4
)	O007	Insurance Bids and Marketing File			TO+6	01/01/1978	12/31/2008	RRC	46
	0008	Insurance Policies File			EX+6	01/01/1979	12/31/2000	RRC	68
3	O009	Monthly Status Reports			TO+2	01/01/1983	12/31/1999	RRC	8
								Total	5/3
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Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

		(Department/Bureau)		Division (Unit)					
	Records Retention Center		Records Retention DOA/12 Schedule No[X			[X] Original Records [] Duplicate Records			
tem	Sch Item	Barrier (Carrier Calada)	Conf.	Form	Total Retention	Inclusiv	e Dates	Storage	
No.	No.	Record Title (Same as on Schedule)	Rec	Rec No.	Period (YEARS)	From	То	Location Nos.	Quanti
	0001	Agenda and Background Reports			TO+2	07/01/1986	09/30/1995	RRC	-2-
	O003	Correspondence and Subject Files			AR+2	01/01/1970	12/31/2004	RRC	-45 4
e ab	ove records ar	re submitted for destruction in accordan	ce with Sec	12.5 of the	and the second s	Code: $\frac{1}{2} \left(\frac{1}{2} \right)^{\frac{1}{2}}$	70 Page	Total	Pages

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Record	ds of	angeles World Airports			Accounting -	- Payroll			
		(Department/Bureau)			Division		(Uı	nit)	
Location Of Rec	neco	rds Retention Center	Records Retention DOA/42 Schedule No			[X] Original Records [] Duplicate Records			
ltem	Sch Item		Conf.	Form	Total Retention	Inclusive Dates		Storage	
No.	No.	Record Title (Same as on Schedule)	Rec	No.	Period (YEARS)	From	То	Location Nos.	Quantity
1	0001	Daily Time Reports			TO+3	01/01/1981	06/25/2016	RRC	988
2	O002	Payroll Bi-Weekly Hours Summary			TO+7	09/28/1996	06/26/2004	RRC	27
3	O003	Payroll Disbursement – Bi-Weekly			TO+15	08/09/1992	06/12/2004	RRC	36
4	0005	Payroll Master	·		TO+7	12/01/1979	06/30/1996	RRC	2
5	0006	Payroll Recap			TO+7	12/01/1988	06/05/2010	RRC	141
6	0007	Payroll Reconciliation			TO+7	02/04/1984	12/31/1995	RRC	2
7	8000	Time Sheet Summary			TO+15	10/25/1998	03/05/2005	RRC	46
8	0010	Vacation/Sick Time Report			TO+10	01/01/1997	12/31/1998	RRC	1
Theab	ove records ar	e submitted for destruction in accordan	ce with Sec 1	2.5 of the	L.A. Administrative	Code:		Total	1243
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Ref: Query of DOA01 07/15/2019

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Record	Los Angeles World Airports			Acco	ounting – Fina	ncial Analys	is			
		(Department/Bureau)	Division (Un					nit)		
	ocation Records Retention Center Of Records		Records Re Schedule N		DOA/45	[X] Origin	[X] Original Records [] Duplicate Records			
item	Sch Item	Doggad Tible (Company on Cohedala)	Conf.	Form	Total Retention	Inclusiv	e Dates	Storage		
No.	No. Record Title (Same as on Schedul	Rec	No.	Period (YEARS)	From	То	Location Nos.	Quantity		
1	O003	Bond Fund Statement			TO+15	01/01/1998	12/31/2003	RRC	2	
2	0004	Bond Record			TO+15	01/01/1960	06/30/1997	RRC	12	
			110							
The ab	K	re submitted for destruction in accordan By sion Head		ent Head	L.A. Administrative	$\alpha/$.	// 9 Page	Total 1 of 3	14 Pages	
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Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Record	Los Angeles World Airports Records of				Accounting –	General			
		(Department/Bureau)		Division				(Unit)	
Location Of Rec	\rightarrow \righ	rds Retention Center	Records Ret Schedule No		DOA/46	[X] Origi	nal Records [) Duplicate Rec	ords
Item	Sch Item	Decord Title (Company on Colondal)	Conf.	Form	Total Retention	Inclusiv	ve Dates	Storage	
No.	No. Record Title (Same as on	Record Title (Same as on Schedule)	Rec	Rec No.	Period (YEARS)	From	То	Location Nos.	Quantity
1	O002	Equipment Inventory			CL+7	07/01/1980	09/20/1987	RRC	8
				$\overline{\Lambda}$					
The ab	ove records ar	e submitted for destruction in accordance	ce with Sec 1	2.5 of the	L.A. Administrative	Code:		Total	8
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Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Record	Los A	Angeles World Airports	Landside Operations/Parking Audit							
		(Department/Bureau)		Division				(Unit)		
	Cocation Records Retention Center Of Records			Records Retention DOA/47 Schedule No [X] Or				iginal Records [] Duplicate Records		
Item	Sch Item		Conf.	Form	Total Retention	Inclusi	ve Dates	Storage		
No.	No.	Record Title (Same as on Schedule)	Rec	No.	Period (YEARS)	From	То	Location Nos.	Quantity	
1	0002	Credit and Debit Card Receipts			TO+5	01/01/2009	07/22/2014	RRC	728	
2	O003	Cashier's Collection Reports			TO+5	01/01/2010	07/28/2014	RRC	598	
Thosh								Total	1326	
ву_5	Divis	ByByBy	Departme	ent Head	Da	te <u>9/2</u> 9	Page PERMANE		Pages	
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Record	ds of Los A	Angeles World Airports	EN	IVIRON	MENTAL PLAN	INING			
		(Department/Bureau)	***************************************		Division		(U	nit)	
Location Of Rec	T(MU)	rds Retention Center		Records Retention DOA/65 Schedule No		_ [X] Original Records [] Duplicate Records			
Item	Sch Item		Conf.	Form	Total Retention	Inclusive Dates		Storage	
No.	No.	Record Title (Same as on Schedule)	Rec	No.	Period (YEARS)	From	То	Location Nos.	Quantity
1	D001	Agendas			TO+2	02/22/2014	4/11/2014	RRC	1
2	0002	Correspondence and Subject Files			AR+2	01/01/1968	04/30/2017	RRC	-80 2
3	O004	Environmental Impact Reports			CL+10	09/01/1969	12/31/2008	RRC	135 /
4 5	0005	Monthly Status Reports			TO+5	01/01/1970	12/31/2008	RRC	-17 /
								Total	55
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Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

ds of Los A	Angeles World Airports		Nois	se Manageme	nt			
-	(Department/Bureau)			Division		(U	nit)	
Reco	rds Retention Center	Records Retention DOA/85 Schedule No		[X] Original Records [] Duplicate Recor			ords	
Sch Item	December 17th (Common Colonia)	Conf.	Form	Total Retention	Inclusi	ive Dates	Storage	
No.	Record Title (Same as on Schedule)	Rec	No.	Period (YEARS)	From	То	Location Nos.	Quantity
0001	Airline Variance Proceedings Record		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	TE+10	01/01/1998	12/31/2004	RRC	7
0002	Correspondence and Subject Files			AR+2	01/01/1972	12/31/1998		7
0003	Daily Noise Level Report			TO+10	01/01/1975	06/30/2002		3
0005	Noise Monitoring Quarterly Reports			TO+10	01/01/1976	12/31/2007	RRC	17
O010	Lump Subject Matter Files			AR+15	01/01/1970	12/31/1994	RRC	2
1	By		>		,	/ / 5 Page		36 Pages
	on Reco cords Sch Item No. 0001 0002 0003 0005 0010 ove records ar	(Department/Bureau) On Records Retention Center Sch Item No. Record Title (Same as on Schedule) O001 Airline Variance Proceedings Record O002 Correspondence and Subject Files O003 Daily Noise Level Report O005 Noise Monitoring Quarterly Reports O010 Lump Subject Matter Files ove records are submitted for destruction in accordance	(Department/Bureau) On Records Retention Center Records Reterrords Sch Item No. Record Title (Same as on Schedule) O001 Airline Variance Proceedings Record O002 Correspondence and Subject Files O003 Daily Noise Level Report O005 Noise Monitoring Quarterly Reports O010 Lump Subject Matter Files ove records are submitted for destruction in accordance with Sec 13	(Department/Bureau) On Records Retention Center Records Retention Schedule No. Sch Item No. Record Title (Same as on Schedule) O001 Airline Variance Proceedings Record O002 Correspondence and Subject Files O003 Daily Noise Level Report O005 Noise Monitoring Quarterly Reports O010 Lump Subject Matter Files ove records are submitted for destruction in accordance with Sec/12.5 of the	(Department/Bureau) On Records Retention Center Sch Item No. Record Title (Same as on Schedule) O001 Airline Variance Proceedings Record O002 Correspondence and Subject Files O003 Daily Noise Level Report O005 Noise Monitoring Quarterly Reports O010 Lump Subject Matter Files O010 Daily Noise Monitoring Quarterly Reports O010 Daily Noise Monitoring Marterly Reports O010 Daily Noise Marterly Marterly Reports	(Department/Bureau) On Records Retention Center Schedule No. Sch Item No. Record Title (Same as on Schedule) O001 Airline Variance Proceedings Record O002 Correspondence and Subject Files O003 Daily Noise Level Report O005 Noise Monitoring Quarterly Reports O010 Lump Subject Matter Files Date Over records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:	(U on Records Retention Center Records Retention Schedule No. DOA/85 [X] Original Records [Contact Cont

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Records of Los Angeles World Airports			Re	sidentia	al Soundproof	ing			
		(Department/Bureau)		······································	Division		(Unit)		
Location Of Rec	neco	rds Retention Center	Records Retention DOA/86 Schedule No		[X] Original Records []] Duplicate Rec	ords	
ltem	Sch Item		Conf.	Form	Total Retention	Inclusive Dates		Storage	
No.	No.	Record Title (Same as on Schedule)	Rec	No.	Period (YEARS)	From	То	Location Nos.	Quantity
1	0002	Construction Specs Lump (Inglewood, El Segundo, Ontario) Grants			CL+10	01/01/1998	12/31/2006	RRC	8
2	O012	Construction Files			CO+10	01/01/1998	12/31/2008	RRC	22
3									
4									
5									
				_/				Total	30
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Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports			LANDSIDE OPERATIONS/PARKING SERVICES						
	(Department/Bureau)			Division				(Unit)	
Location Records Retention Center Of Records			Records Re Schedule N		DOA/101	[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	
						From	То	Location Nos.	Quantity
1	000	Correspondence & Subject Files			AR+2	11/26/1996	07/30/1999	RRC	233
2									
3									
4									
5									

								Total	233
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Records of Los Angeles World Airports			CONTRACT SERVICES BUREAU/RISK MANAGEMENT/INSURANCE SECTION							
(Department/Bureau)					Division		(Unit)			
Locati Of Red	RECO	rds Retention Center	Records Ret Schedule No		DOA/111	[X] Origina	al Records []	Duplicate Reco	rds	
Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf. Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storago		
						From	То	Storage Location Nos.	Quantity	
1	0002	Correspondence and Subject Files			TO+2	06/15/1982	06/15/2017	RRC	23	
2	0003	Evidence of Insurance			TE+10	01/01/1984	12/20/2001	RRC	57	
			Λ	٨.				Total	80	
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