



# CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

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

**Additional Information:** REPORTS FROM 13 DIVISIONS

**Submitting Date:** 2/28/2020  Email me a copy

\* **Quantity:** 3804 Boxes

**Records Dated From** 1/1/1960 **To** 12/31/2018

**Description:** SEE ATTACHED REPORT.

**Attachment:** [2 MB max]  [LAWA 0239 3804 boxes.pdf](#)

## Department Authorization

**Authorizing Person:** Justin Erbací **Date:** 02/21/2020

## 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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:**

02/28/2020

**APPROVE**

**REJECT**

**Signature:**

**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**

Records of Los Angeles World Airports Director of Administration  
 (Department/Bureau) Division (Unit)

Location Records Retention Center Records Retention Schedule No. DOA/04 [ 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 Location Nos.	Quantity
						From	To		
1	O001	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	<del>217</del> 199
3	O004	Monthly Status Reports			TO+2	01/01/1983	12/31/2000	RRC	12
4	O005	Request for Proposal-Strategic Planning			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 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 2/2/20 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"

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of **Los Angeles World Airports**

**LANDSIDE OPERATIONS**

(Department/Bureau)

Division

(Unit)

Location Of Records **Records Retention Center**

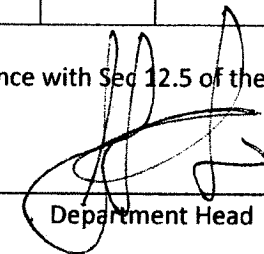
Records Retention Schedule No. **DOA/10**

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	00012	Correspondence & Subject Files			AR+2	06/12/1980	05/12/1990	RRC	5
2	0002								
3									
4									
5									
								Total	5

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 2/26/20 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"

Ref: Query of DOA01 07/15/2019

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of **Los Angeles World Airports**

**CONTRACT SERVICES/RISK MANAGEMENT**

(Department/Bureau)

Division

(Unit)

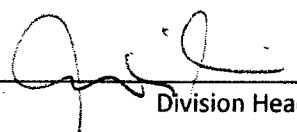

Location Of Records **Records Retention Center**

Records Retention Schedule No. **DOA/11**

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	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	<del>446</del> 392
3	O003	Claims Recap Reports			TO+10	01/01/1985	12/31/1998	RRC	<del>5</del> 0
4	O004	Correspondence and Subject Files			AR+2	01/01/1965	12/31/2005	RRC	40
5	O005	Daily Time Reports			CL	04/04/2004	05/15/2004	RRC	4
6	O007	Insurance Bids and Marketing File			TO+6	01/01/1978	12/31/2008	RRC	<del>46</del> 15
7	O008	Insurance Policies File			EX+6	01/01/1979	12/31/2000	RRC	<del>68</del> 61
8	O009	Monthly Status Reports			TO+2	01/01/1983	12/31/1999	RRC	<del>8</del> 0
								<i>Total</i>	<i>513</i>

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 2/14/20 Page \_\_\_ of \_\_\_ Pages

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Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of **Los Angeles World Airports**

**BOARD LIAISON**

(Department/Bureau)

Division

(Unit)

Location Of Records **Records Retention Center**

Records Retention Schedule No. **DOA/12**

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	Agenda and Background Reports			TO+2	07/01/1986	09/30/1995	RRC	<del>2</del> 1
2	O003	Correspondence and Subject Files			AR+2	01/01/1970	12/31/2004	RRC	<del>45</del> 43

Total 44

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 2/21/20 Page \_\_\_ of \_\_\_ Pages

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Ref: Query of DOA01 07/15/2019

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of **Los Angeles World Airports**

**Accounting – Payroll**

(Department/Bureau)

Division

(Unit)

Location  
 Of Records **Records Retention Center**

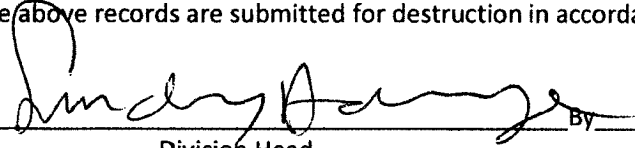
Records Retention  
 Schedule No. **DOA/42**

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	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	O005	Payroll Master			TO+7	12/01/1979	06/30/1996	RRC	2
5	O006	Payroll Recap			TO+7	12/01/1988	06/05/2010	RRC	141
6	O007	Payroll Reconciliation			TO+7	02/04/1984	12/31/1995	RRC	2
7	O008	Time Sheet Summary			TO+15	10/25/1998	03/05/2005	RRC	46
8	O010	Vacation/Sick Time Report			TO+10	01/01/1997	12/31/1998	RRC	1

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

Total 1243

By  Division Head

By  Department Head

Date 9/3/2019 Page \_\_\_ of \_\_\_ Pages

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Ref: Query of DOA01 07/15/2019

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of **Los Angeles World Airports**

**Accounting – Financial Analysis**

(Department/Bureau)

Division

(Unit)

Location Of Records **Records Retention Center**

Records Retention Schedule No. **DOA/45**

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	O003	Bond Fund Statement			TO+15	01/01/1998	12/31/2003	RRC	2
2	O004	Bond Record			TO+15	01/01/1960	06/30/1997	RRC	12

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

Total 14

By  Division Head

By  Department Head

Date **9/16/19** Page **1** of **3** 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"

Ref: Query of DOA01 07/15/2019

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of **Los Angeles World Airports**

**Accounting – General**

(Department/Bureau)

Division

(Unit)

Location  
 Of Records **Records Retention Center**

Records Retention  
 Schedule No. **DOA/46**

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	O002	Equipment Inventory			CL+7	07/01/1980	09/20/1987	RRC	8

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

*Total 8*

By *[Signature]*  
 Division Head

By *[Signature]*  
 Department Head

Date *9/16/19* Page *1* of *2* 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"

Ref: Query of DOA01 07/15/2019



Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of **Los Angeles World Airports**

**Landside Operations/Parking Audit**

(Department/Bureau)

Division

(Unit)

Location Of Records **Records Retention Center**

Records Retention Schedule No. **DOA/47**

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	O002	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
								<b>Total</b>	<b>1326</b>

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

By *Sunday Adams*  
 Division Head

By *[Signature]*  
 Department Head

Date 9/24/20 Page \_\_\_ of \_\_\_ Pages

Retention Codes: AU= AUDIT AR= ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX= EXPIRATION PER=PERMANENT SU= SUSPENDED  
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Ref: Query of DOA01 07/15/2019

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of **Los Angeles World Airports** **ENVIRONMENTAL PLANNING**

(Department/Bureau)

Division

(Unit)

Location Of Records **Records Retention Center**

Records Retention Schedule No. **DOA/65**

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	D001	Agendas			TO+2	02/22/2014	4/11/2014	RRC	1
2	O002	Correspondence and Subject Files			AR+2	01/01/1968	04/30/2017	RRC	<del>80</del> 27
3	O004	Environmental Impact Reports			CL+10	09/01/1969	12/31/2008	RRC	<del>135</del> 6
4	O005	Monthly Status Reports			TO+5	01/01/1970	12/31/2008	RRC	<del>17</del> 1
5									
								<i>Total</i>	<i>55</i>

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 10/18/19 Page \_\_\_ of \_\_\_ Pages

Retention Codes: AU= AUDIT AR= ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX= EXPIRATION PER=PERMANENT SU= SUSPENDED  
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Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of **Los Angeles World Airports**

**Noise Management**

(Department/Bureau)

Division

(Unit)

Location Of Records **Records Retention Center**

Records Retention Schedule No. **DOA/85**

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	Airline Variance Proceedings Record			TE+10	01/01/1998	12/31/2004	RRC	7
2	O002	Correspondence and Subject Files			AR+2	01/01/1972	12/31/1998	RRC	7
3	O003	Daily Noise Level Report			TO+10	01/01/1975	06/30/2002	RRC	3
4	O005	Noise Monitoring Quarterly Reports			TO+10	01/01/1976	12/31/2007	RRC	17
5	O010	Lump Subject Matter Files			AR+15	01/01/1970	12/31/1994	RRC	2
								<i>Total</i>	<i>36</i>

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 10/31/19 Page \_\_\_ of \_\_\_ Pages

Retention Codes: AU= AUDIT AR= ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX= EXPIRATION PER=PERMANENT SU= SUSPENDED  
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Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Los Angeles World Airports Residential Soundproofing

(Department/Bureau)

Division

(Unit)

Location Of Records Records Retention Center

Records Retention Schedule No. DOA/86

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	O002	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									
								<i>Total</i>	<i>30</i>

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 10/18/19 Page      of      Pages

Retention Codes: AU= AUDIT AR= ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX= EXPIRATION PER=PERMANENT SU= SUSPENDED  
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Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Los Angeles World Airports CONTRACT SERVICES BUREAU/RISK MANAGEMENT/INSURANCE SECTION  
 \_\_\_\_\_  
 (Department/Bureau) Division (Unit) 2/21/20

Location Of Records Records Retention Center Records Retention Schedule No. DOA/111  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	O002	Correspondence and Subject Files			TO+2	06/15/1982	06/15/2017	RRC	23
2	O003	Evidence of Insurance			TE+10	01/01/1984	12/20/2001	RRC	57

Total 80

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

By [Signature] Division Head By [Signature] Department Head Date 9-5-19 Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Retention Codes: AU= AUDIT AR= ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX= EXPIRATION PER=PERMANENT SU= SUSPENDED  
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