



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

***Records of Department:**

Additional Information:

Submitting Date: Email me a copy

***Quantity:**

Records Dated From **To**

Description:

Attachment: [2 MB max] [DAR01 0223 51 boxes.pdf](#)

Department Authorization

Authorizing Person: **Date:**

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

Date Signed:

APPROVE

REJECT

Signature:

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

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:

1. 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 my knowledge, the above determinations are true:

BY Jenny Watson Date 1/15/2020

Records of Department/Bureau Department of Animal Services

Records Dated 05/29/1998 – 12/26/2017

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Records of DAR ANIMAL SERVICES/ADMINISTRATION - ACCOUNTING 01 (Division) (Unit)

Item No	Sch Item No	Location of Records	ADMINISTRATON	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	[X] Original Records		[] Duplicate Records		Storage Location Nos.	Quantity
								Retention Period (YEARS)	Inclusive Dates	Inclusive Dates	Inclusive Dates		
								From	To	From	To		
1A	O009			PAYMENT VOUCHER - LOA VETS			AU+2	07/22/15	05/02/16			ACCOUNTING DIV	1
2A	O009			PAYMENT VOUCHER - LOA VETS			AU+2	04/28/14	09/17/15			ACCOUNTING DIV	1
3A	O009			PAYMENT VOUCHER - LOA VETS			AU+2	09/23/15	06/14/16			ACCOUNTING DIV	1
4A	O009			PAYMENT VOUCHER - S/N CONTRACT SNPLA			AU+2	07/05/15	06/17/16			ACCOUNTING DIV	1
5A	O009			PAYMENT VOUCHER - S/N CONTRACT SNPLA			AU+2	08/19/15	05/20/16			ACCOUNTING DIV	1
6A	O009			PAYMENT VOUCHER - S/N CONTRACT AMF			AU+2	04/23/15	06/20/16			ACCOUNTING DIV	1
7A	O009			PAYMENT VOUCHER - S/N CONTRACT AMF			AU+2	06/20/16	06/20/16			ACCOUNTING DIV	1
8A	O009			PAYMENT VOUCHER - S/N CONTRACT SP4L-SHL			AU+2	05/13/16	04/22/16			ACCOUNTING DIV	1
9A	O001			BAD CHECK FILES/WRITE-OFF REDEEMED		AR127	AU+2	08/29/12	07/08/10			ACCOUNTING DIV	1
10A	O002			JOURNAL VOUCHER - RECLASS			AU+2	10/01/13	08/15/14			ACCOUNTING DIV	1
11A	O009			PAYMENT VOUCHER - LOA VETS			AU+2	09/13/13	10/29/14			ACCOUNTING DIV	1
12A	O009			PAYMENT VOUCHER - LOA VETS			AU+2	10/30/14	07/25/15			ACCOUNTING DIV	1
13A	O009			PAYMENT VOUCHER - S/N CONTRACT SP4LA			AU+2	07/01/14	06/30/15			ACCOUNTING DIV	1

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

JAN - 9 2020

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Date

Department Head

Division Head

Retention Code: AU=AUDIT AR=ANUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION
TO = THE DATE OF THE RECORD, i.e. the "TO DATE"

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Records of	(Department/Bureau)	(Division)	(Unit)
Location of Records	ADMINISTRATION	[X] Original Records	[] Duplicate Records
14A	O009 PAYMENT VOUCHER - LOA VETS	08/31/15	09/15/15 ACCOUNTING DIV
15A	O004 DEPOSIT CERTIFICATE-WEBLIC/WEB DONATE	08/31/15	09/15/15 ACCOUNTING DIV
16A	O004 DEPOSIT CERTIFICATE-WEBLIC/WEB DONATE	12/1/14	09/16/15 ACCOUNTING DIV
17A	O009 PAYMENT VOUCHER - ASPCA;SHL;SNPLA	09/14/14	05/16/16 ACCOUNTING DIV
18A	O002 JOURNAL VOUCHER - RECLASS	07/01/15	06/30/16 ACCOUNTING DIV
19A	O009 PAYMENT VOUCHER - S/N CONTR AMD	07/01/13	06/30/14 ACCOUNTING DIV
20A	O009 PURCHASING CARDS	01/02/08	12/31/10 ACCOUNTING DIV
21A	O009 PURCHASING CARDS	01/02/11	10/31/14 ACCOUNTING DIV
22A	O009 PAYMENT VOUCHER - S/N CONTR ASPCA	06/18/15	10/31/15 ACCOUNTING DIV
23A	O009 PAYMENT VOUCHER - S/N CONTR	06/27/14	08/15/15 ACCOUNTING DIV
24A	O009 PAYMENT VOUCHER - LOA VETS	12/04/14	06/30/15 ACCOUNTING DIV

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

By [Signature] Division Head Date **JAN - 9 2020** Page 2 of 5 Pages
 By [Signature] Department Head

Retention Code: A=Audit AR=Annual Review C=Closed or Completion E=Expiration P=Permanent S=Superseded T=Termination

ACCT REC DEST 01-08-20 (1)

Request for
 AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

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

Location of Records	ADMINISTRATION	Records Retention Schedule No.	[X] Original Records	[] Duplicate Records
25A	O009 PURCHASING CARDS		AU+2 05/29/98	10/23/00 ACCOUNTING DIV 1
26A	O006 GENERAL REFUNDS	G64	AU+2 08/01/15	04/30/16 ACCOUNTING DIV 1
27A	O006 GENERAL REFUNDS	G64	AU+2 05/01/16	06/30/16 ACCOUNTING DIV 1
28A	O009 PURCHASING ORDERS		AU+2 03/11/15	07/22/15 ACCOUNTING DIV 1
29A	O002 JOURNAL VOUCHER - MISC		AU+2 07/16/12	01/13/13 ACCOUNTING DIV 1
30A	O002 JOURNAL VOUCHER - MISC		AU+2 12/16/12	12/15/13 ACCOUNTING DIV 1
31A	O002 JOURNAL VOUCHER - MISC		AU+2 03/01/14	09/15/14 ACCOUNTING DIV 1
32A	O002 JOURNAL VOUCHER - MISC		AU+2 08/01/14	06/17/16 ACCOUNTING DIV 1
33A	O009 PAYMENT VOUCHER - LOA VETS A-C		AU+2 08/16/16	05/23/17 ACCOUNTING DIV 1
34A	O009 PAYMENT VOUCHER - LOA VETS C-N		AU+2 05/26/16	04/24/17 ACCOUNTING DIV 1
35A	O009 PAYMENT VOUCHER - LOA VETS N-W		AU+2 04/25/17	5/25/17 ACCOUNTING DIV 1

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By *[Signature]* Division Head *[Signature]* Department Head
 Date **JAN - 9 2020**

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