

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Department of Animal Service	es						
Additional Information:	DAR/01 ACCOUNTING DIVISION	ON						
Submitting Date:	1/16/2020	е а сору						
*Quantity:	51 Boxes							
Records Dated From	05/29/1998 To 12/26/20	017						
Description:	O001 BAD CHECK FILES, O002 JOURNAL VOUCHERS, O004 DEPOSIT CERTIFICATES, O006. GENERAL REFUNDS, O009 PAYMENT VOUCHERS							
		•						
Attachment: [2 MB max]	Detach DAR01 0223 51	boxes.pdf						
Department Authorizat	ion:							
Authorizing Person:	Tammy Watson		Date: 01/15/2020					
City Clerk Authorizatio	n							
50, I hereby certify that the at and to the best of my knowle	.5 (d) of the Los Angeles Administra tached Request for Authority to Disp ge is complete, accurate, and adequ d any items of unique historical valu	oose of Obsolete Records has ate. City Clerk staff have revie	been reviewed by my office					
		Authoriz	ing Person:					
APPROVE	O REJECT	PETTY SA	NTOS					
			Date Signed:					
Signature:	1/1/8_		01/16/2020					

Date of Notification:

01/17/2020

(Records will be held for 60 days from this date).

SUBMIT

CANCEL

3

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
 - 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

Records Dated 05/29/1998 – 12/26/2017

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

The provisions of City Charter Sec. 434, where applicable, have been complied

with.	,
To the best of my knowledge, the	ne above determinations are true:
BY amy Wa	Date 1/15/2020
Records of	
Department/Bureau De	partment of Animal Services

Recyclable and made from recycled waste. City Clerk
City of Los Angeles
Form Gen. 48 (R 08/05)

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Records	Records of DAR	ANIMAL SERVICES/ADMINISTRATION - ACCOUNTING (Department/Bureau)	D _V	D)	01 (Division)		(Unit)	
Location of Record	n rds_ADN	Location Records Retention of Records ADMINISTRATON Schedule No.	[X]	[X] Original Records] Duplicate Records	S	
Item No	Sch Item	Record Title (Same as on Schedule)	Conf Form No.	Total Retention	Inclusi	Inclusive Dates	Storage Location Nos.	Quantity
	%			Period (YEARS)	From	To		
1A	6000	PAYMENT VOUCHER – LOA VETS		AU+2	07/22/15	05/02/16	ACCOUNTING DIV	1
2A	6000	PAYMENT VOUCHER – LOA VETS		AU+2	04/28/14	09/17/15	ACCOUNTING DIV	-
3A	6000	PAYMENT VOUCHER – LOA VETS		AU+2	09/23/15	06/14/16	ACCOUNTING DIV	1
4 A	6000	PAYMENT VOUCHER – S/N CONTRACT SNPLA		AU+2	07/05/15	06/17/16	ACCOUNTING DIV	1
5A	6000	PAYMENT VOUCHER – S/N CONTRACT SNPLA		AU+2	08/19/15	05/20/16	ACCOUNTING DIV	1
6A	6000	PAYMENT VOUCHER – S/N CONTRACT AMF		AU+2	04/23/15	06/20/16	ACCOUNTING DIV	1
7A	6000	PAYMENT VOUCHER – S/N CONTRACT AMF		AU+2	06/20/16	06/20/16	ACCOUNTING DIV	_
8A	6000	PAYMENT VOUCHER – S/N CONTRACT SP4L-SHL		AU+2	05/13/16	04/22/16	ACCOUNTING DIV	-
9A	0001	BAD CHECK FILES/WRITE-OFF REDEEMED	AR127	AU+2	08/29/12	01/08/10	ACCOUNTING DIV	1
10A	0000	JOURNAL VOUCHER – RECLASS		AU+2	10/01/13	08/15/14	ACCOUNTING DIV	1
11A	6000	PAYMENT VOUCHER – LOA VETS		AU+2	09/13/13	10/29/14	ACCOUNTING DIV	-
12A	6000	PAYMENT VOUCHER – LOA VETS		AU+2	10/30/14	07/25/15	ACCOUNTING DIV	
13A	6000	PAYMENT VOUCHER – S/N CONTRACT SP4LA		AU+2	07/01/14	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

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"

Department Head

Page 1 of 5 Pages

JAN - 9 2020

Date

C:\Users\14085\Downloads\ACCT REC DEST 01-08-20 (1).doc

City Clerk Recyclal City of Los Angeles Form Gen. 48 (R 3/87)

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of

(Department/Bureau)

(Division)

(Unit)

Year Ending

Location	_	Records Retention						
of Reco	rds ADM	of Records ADMINISTRATION Schedule No.			[X] Original Records		[] Duplicate Records	
14A	6000	OUCHER - LOA V		AU+2	AU+2 08/31/15 09/15/15	09/15/15	ACCOUNTING DIV	_
15A	0004	DEPOSIT CERTIFICATE-WEBLIC/WEB DONATE	G2AR	AU+2	08/31/15	09/15/15	ACCOUNTING DIV	_
16A	0004	DEPOSIT CERTIFICATE-WEBLIC/WEB DONATE	G2AR	AU+2	12/1/14	09/16/15	ACCOUNTING DIV	-
17A	6000	PAYMENT VOUCHER – ASPCA;SHL;SNPLA		AU+2	09/14/14	05/16/16	ACCOUNTING DIV	-
18A	0000	JOURNAL VOUCHER – RECLASS		AU+2	07/01/15	06/30/16	ACCOUNTING DIV	-
19A	6000	PAYMENT VOUCHER – S/N CONTR AMD		AU+2	07/01/13	06/30/14	ACCOUNTING DIV	-
20A	6000	PURCHASING CARDS		AU+2	01/02/08	12/31/10	ACCOUNTING DIV	_
21A	6000	PURCHASING CARDS		AU+2	01/02/11	10/31/14	ACCOUNTING DIV	
22A	6000	PAYMENT VOUCHER – S/N CONTR ASPCA		AU+2	06/18/15	10/31/15	ACCOUNTING DIV	_
23A	6000	PAYMENT VOUCHER – S/N CONTR		AU+2	06/27/14	08/15/15	ACCOUNTING DIV	1
24A	6000	PAYMENT VOUCHER – LOA VETS		AU+2	12/04/14	06/30/15	ACCOUNTING DIV	1
The aho	ve record	The above records are submitted for destruction in accordance with Sec 12 5 of the 1 A Administrative Code	o I A Adminis	trative Code				

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

Division Head

Retention Code: A=Audit AR=Annual Review C=Closed or Completion

E=Expiration P=Permanent

Department Head

S=Superseded

T=Termination

Page 2 of 5 Pages

Date JAN - 9 2020

ACCT REC DEST 01-08-20 (1)

City Clerk Recyclable and made from recycled waste. City of Los Angeles Form Gen. 48 (R.3/87)

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Records of

(Division) (Department/Bureau)

(Unit)

Location of Record	n rds ADM	Location Records Retention of Records ADMINISTRATION Schedule No.		×	[X Original Records		[] Duplicate Records	
25A	6000	G CARDS		AU+2	05/29/98	00/	ACCOUNTING DIV	1
26A	9000	GENERAL REFUNDS	G64	AU+2	08/01/15	04/30/16	ACCOUNTING DIV	1
27A	9000	GENERAL REFUNDS	G64	AU+2	05/01/16	06/30/16	ACCOUNTING DIV	1
28A	6000	PURCHASING ORDERS		AU+2	03/11/15	07/22/15	ACCOUNTING DIV	1
29A	0000	JOURNAL VOUCHER – MISC		AU+2	07/16/12	01/13/13	ACCOUNTING DIV	1
30A	0000	JOURNAL VOUCHER – MISC		AU+2	12/16/12	12/15/13	ACCOUNTING DIV	1
31A	0000	JOURNAL VOUCHER – MISC		AU+2	03/01/14	09/15/14	ACCOUNTING DIV	_
32A	0000	JOURNAL VOUCHER – MISC		AU+2	08/01/14	06/17/16	ACCOUNTING DIV	1
33A	6000	PAYMENT VOUCHER – LOA VETS A-C		AU+2	08/16/16	05/23/17	ACCOUNTING DIV	_
34A	6000	PAYMENT VOUCHER – LOA VETS C-N		AU+2	05/26/16	04/24/17	ACCOUNTING DIV	-
35A	6000	PAYMENT VOUCHER – LOA VETS N-W	1	AU+2	04/25/17	5/25/17	ACCOUNTING DIV	1
The aho	ive record	The above records are submitted for destruction in accordance with Sec 12.5 of the U.A. Administrative Code:	Administr	ative Code:				

. Administrative Code: are submitted for destruction in accordance with

lead

By

A=Audit AR=Annual Review C=Closed or Completion

E=Expiration P=Permanent

Department Head

ent S=6

S=Superseded

JAN - 9 2020

T=Termination

ACCT REC DEST 01-08-20 (1)

Retention Code:

Recyclable and made from recycled waste.

City Clerk
City of Los Angeles
Form Gen. 48 (R 3/87)

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Records of

(Department/Bureau)

(Division)

(Unit)

	-	-	1	-	-	-	_	1	_	_	-	
[] Duplicate Records	ACCOUNTING DIV	ACCOUNTING DIV	ACCOUNTING DIV	ACCOUNTING DIV	ACCOUNTING DIV	ACCOUNTING DIV	ACCOUNTING DIV	ACCOUNTING DIV	ACCOUNTING DIV	ACCOUNTING DIV	ACCOUNTING DIV	
	11/14/16	06/21/17	06/08/17	5/25/17	05/31/17	06/01/17	10/06/17	02/28/16	06/30/16	10/30/16	06/30/17	
[X] Original Records	91/61/20	01/12/17	07/22/16	04/25/17	91/10/11	08/02/16	07/01/17	09/16/15	03/01/16	07/01/16	11/01/16	
×	AU+2	AU+2	AU+2	AU+2	AU+2	AU+2	AU+2	AU+2	AU+2	AU+2	AU+2	rative Code:
							G2AR	G2AR	G2AR	G2AR	G2AR	A. Administ
											~	of the L.
etention Vo.	' PET	' PET	A/SNPLA	A/SNPLA	A/SNPLA	LA	ONATE					ith Sec 12.5 c
Location Records Retention of Records ADMINISTRATION Schedule No.	O009 PAYMENT VOUCHER - S/N CONT LUCY PET	PAYMENT VOUCHER – S/N CONT LUCY PET	PAYMENT VOUCHER – S/N CONT ASPCA/SNPLA	PAYMENT VOUCHER – S/N CONT ASPCA/SNPLA	PAYMENT VOUCHER – S/N CONT ASPCA/SNPLA	PAYMENT VOUCHER – S/N CONT SPY4LA	DEPOSIT CERTIFICATE-WEBLIC/WEB DONATE	DEPOSIT CERTIFICATE-WEBLIC	DEPOSIT CERTIFICATE-WEBLIC	DEPOSIT CERTIFICATE-WEBLIC	DEPOSIT CERTIFICATE-WEBLIC	The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:
ds ADM	6000	6000	6000	6000	6000	6000	0004	0004	0004	0004	0004	ve record
Location of Recor	36A	37A	38A	39A	40A	41A	42A	46A	47A	48A	49A	The above

Manual Manual Manual By Division Head

By

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Department Head

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Page 4 of 5 Pages

Date JAN - 9 2020

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City Clerk

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

ACCOUNTING DIV ACCOUNTING DIV ACCOUNTING DIV ACCOUNTING DIV ACCOUNTING DIV (Unit) [] Duplicate Records 06/30/17 06/29/17 11/20/17 12/26/17 12/01/17 [X] Original Records 02/21/17 91/91/11 09/27/19 11/29/17 10/29/17 (Division) The above records are submitted for destruction in accordance with Sec 12.5 of the L,A Administrative Code: AU+2 AU+2 AU+2 AU+2 AU+2 G2AR Records Retention Schedule No. (Department/Bureau) PAYMENT VOUCHER - S/N CONT AMF PAYMENT VOUCHER - LOA VETS PAYMENT VOUCHER - LOA VETS DEPOSIT CERTIFICATE-WEBLIC JOURNAL VOUCHER - MISC of Records ADMINISTRATION 0004 0002 6000 6000 6000 Records of Location 50A 52A 54A 55A 60A

By

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Page 5 of 5 Pages

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Date

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