



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] [DAR13 0169-0294 26 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 CT M. Watts Date MAR 03 2022

Records of Department/Bureau Animal Services / East Valley (DAR/13)

Records Dated 2018-2019

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Records of DAR East Valley 13 (Department/Bureau) (Division) (Unit)

Location of Records East Valley Records Retention Schedule No. 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		
0036	DAR/13	Daily Remittance Report			2	12/22/18	1/15/19	East Valley	1
0036	DAR/13	Daily Remittance Report			2	1/16/19	1/31/19	East Valley	1
0036	DAR/13	Daily Remittance Report			2	2/1/19	2/28/19	East Valley	1
0036	DAR/13	Daily Remittance Report			2	3/1/19	3/31/19	East Valley	1
0036	DAR/13	Daily Remittance Report			2	4/1/19	4/24/19	East Valley	1
0036	DAR/13	Daily Remittance Report			2	4/25/19	5/17/19	East Valley	1
0036	DAR/13	Daily Remittance Report			2	5/18/19	5/31/19	East Valley	1
0036	DAR/13	Daily Remittance Report			2	6/1/19	6/22/19	East Valley	1
0036	DAR/13	Daily Remittance Report			2	6/23/19	7/15/19	East Valley	1
0036	DAR/13	Daily Remittance Report			2	7/16/19	7/31/19	East Valley	1
0036	DAR/13	Daily Remittance Report			2	8/1/19	8/22/19	East Valley	1
0036	DAR/13	Daily Remittance Report			2	8/22/19	9/12/19	East Valley	1
0036	DAR/13	Daily Remittance Report			2	9/13/19	10/3/19	East Valley	1

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 **MAR 03 2022** Page 1 of 3 Pages

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 Schedule No. Original Records Duplicate Records

Location of Records	Schedule No.	<input type="checkbox"/> Original Records	<input type="checkbox"/> Duplicate Records	East Valley	East Valley	East Valley	East Valley
0036	DAR/13	Daily Remittance Report	2	10/4/19	10/31/19	East Valley	1
0036	DAR/13	Daily Remittance Report	2	11/1/19	11/23/19	East Valley	1
0036	DAR/13	Daily Remittance Report	2	11/24/19	12/15/19	East Valley	1
0036	DAR/13	Daily Remittance Report	2	12/15/19	1/10/20	East Valley	1
0001	DAR/13	Animal Impound Notice	2	1/1/18	12/31/18	East Valley	1
0001	DAR/13	Animal Impound Notice	2	1/1/19	12/31/19	East Valley	2
0003	DAR/13	Kennel Cards	2	8/1/19	8/31/19	East Valley	1
0003	DAR/13	Kennel Cards	2	9/1/19	9/30/19	East Valley	1
0003	DAR/13	Kennel Cards	2	10/1/19	10/31/19	East Valley	1
0003	DAR/13	Kennel Cards	2	11/1/19	12/6/19	East Valley	1

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By *[Signature]* Division Head By *[Signature]* Department Head Date **MAR 03 2022** Page 2 of 3 Pages

Retention Code: A=Audit AR=Annual Review C=Closed or Completion E=Expiration P=Permanent S=Superseded T=Termination
 March 2022 Destruction

Recyclable and made from recycled waste.

Request for
 AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Records of

(Department/Bureau)

(Division)

(Unit)

Location

Records Retention

Schedule No.

Original Records

Duplicate Records

Location	Records Retention	Schedule No.	<input type="checkbox"/> Original Records	<input type="checkbox"/> Duplicate Records	Year Ending		
0003	DAR/ 13	Kennel Card	2	12/7/19	1/16/20	East Valley	1
00024	DAR/ 13	Miscellaneous Receipt (Spay&Neuter Voucher Application	2	1/1/19	12/31/19	East Valley	1

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 **MAR 03 2022** Page 3 of 3 Pages

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

March 2022 Destruction