



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] [DAR23 93 Boxes 12102024.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE

REJECT

Authorizing Person:

Date Signed:

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  Date 12/9/24

Records of Department/Bureau Animal Services

Records Dated 2017-2022

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of DAR North Central (Department/Bureau) 23 (Division) (Unit)

Location of Records North Central Animal Shelter Records Retention Schedule No. 1 Original Records [X] Duplicate Records

Sub Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
0005	Daily Remittance Report		AR29A		11/1/18	11/30/18		1
0005	Daily Remittance Report		AR29A		12/1/18	12/31/18		1
0005	Daily Remittance Report		AR29A		1/1/19	1/31/19		1
0005	Daily Remittance Report		AR29A		2/1/19	2/28/19		1
0005	Daily Remittance Report		AR29A		3/1/19	3/31/19		1
0005	Daily Remittance Report		AR29A		4/1/19	4/30/19		1
0005	Daily Remittance Report		AR29A		5/1/19	5/31/19		1
0005	Daily Remittance Report		AR29A		6/1/19	6/30/19		1
0005	Daily Remittance Report		AR29A		7/1/19	7/31/19		1
0005	Daily Remittance Report		AR29A		8/1/19	8/31/19		1
0005	Daily Remittance Report		AR29A		9/1/19	9/30/19		1

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

By [Signature] Division Head Date DEC - 9 2024 Page 1 of 7 Pages
 By [Signature] Department Head

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION
 *O = the "To Date" i.e. the date of the record.

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of DAR North Central Animal Services 23
 (Department/Bureau) (Division) (Unit)

Location North Central ANIMAL SHELTER Records Retention Schedule No. Original Records Duplicate Records

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		
0005	Daily Remittance Report		AR29A		12/1/17	12/31/17		1
0005	Daily Remittance Report		AR29A		1/1/18	1/31/18		1
0005	Daily Remittance Report		AR29A		2/1/18	2/28/18		1
0005	Daily Remittance Report		AR29A		3/1/18	3/31/18		1
0005	Daily Remittance Report		AR29A		4/1/18	4/31/18		1
0005	Daily Remittance Report		AR29A		5/1/18	5/31/18		1
0005	Daily Remittance Report		AR29A		6/1/18	6/30/18		1
0005	Daily Remittance Report		AR29A		7/1/18	7/31/18		1
0005	Daily Remittance Report		AR29A		8/1/18	8/31/18		1
0005	Daily Remittance Report		AR29A		9/1/18	9/30/18		1
0005	Daily Remittance Report		AR29A		10/1/18	10/31/18		1

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By [Signature] Division Head Date DEC - 9 2024 By Department Head Page 2 of 7 Pages

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Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of DAR North Central Animal Services (Department/Bureau) 23 (Division) (Unit)

Location of Records North Central ANIMAL SHELTER Records Retention Schedule No. [] Original Records [X] Duplicate Records

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		
0005	Daily Remittance Report		AR29A	NA	01/01/17	1/31/17		1
0005	Daily Remittance Report		AR29A		2/1/17	2/29/17		1
0005	Daily Remittance Report		AR29A		3/1/17	3/31/17		1
0005	Daily Remittance Report		AR29A		4/1/17	4/30/17		1
0005	Daily Remittance Report		AR29A		5/1/17	5/31/17		1
0005	Daily Remittance Report		AR29A		6/1/17	6/30/17		1
0005	Daily Remittance Report		AR29A		7/1/17	7/31/17		1
0005	Daily Remittance Report		AR29A		8/1/17	8/17/17		1
0005	Daily Remittance Report		AR29A		9/1/17	9/30/17		1
0005	Daily Remittance Report		AR29A		10/1/17	10/31/17		1
0005	Daily Remittance Report		AR29A		11/1/17	11/30/17		1

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By [Signature] [Signature] Date DEC - 9 2024 Page 3 of 7 Pages
 Supervisor Head Department Head

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 TO = the "To Date" i.e. the date of the record

Request for:
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of DAR North Central (Department/Bureau) 23 (Division) (Unit)

Location North Central Animal Shelter Records Retention Schedule No. Original Records Duplicate Records

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		
0005	Daily Remittance Report		AR29A		11/1/18	11/30/18		1
0005	Daily Remittance Report		AR29A		12/1/18	12/31/18		1
0005	Daily Remittance Report		AR29A		1/1/19	1/31/19		1
0005	Daily Remittance Report		AR29A		2/1/19	2/28/19		1
0005	Daily Remittance Report		AR29A		3/1/19	3/31/19		1
0005	Daily Remittance Report		AR29A		4/1/19	4/30/19		1
0005	Daily Remittance Report		AR29A		5/1/19	5/31/19		1
0005	Daily Remittance Report		AR29A		6/1/19	6/30/19		1
0005	Daily Remittance Report		AR29A		7/1/19	7/31/19		1
0005	Daily Remittance Report		AR29A		8/1/19	8/31/19		1
0005	Daily Remittance Report		AR29A		9/1/19	9/30/19		1

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By [Signature] Division Head Date DEC - 9 2024 Page 4 of 7 Pages
 By [Signature] Department Head

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Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of DAR North Central (Department/Bureau) 23 (Division) (Unit)

Location of Records NORTH CENTRAL ANGELES ANIMAL SHELTER Records Retention _____ Schedule No. _____ [] Original Records [X] Duplicate Records

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		
0034	Service Request Report		AR69A		2011	2011		8
0034	Service Request Report		AR69A		2012	2012		8
0026	Notice of Noise Complaint		AR307A		2011	2012		2
0035	Trapping Permit		AR74		2018	2018		1
0023	Miscellaneous Receipt		AR128		2021	2021		1
0023	Miscellaneous Receipt		AR128		6/2019	3/2020		1
0023	Miscellaneous Receipt		AR128		2017	2017		1
0023	Miscellaneous Receipt		AR128		2018	2018		1
0023	Miscellaneous Receipt		AR128		2019	2019		1

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By [Signature] Division Head By _____ Date **DEC - 9 2024** Department Head _____ Page 5 of 7 Pages

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION
 TO = the "To Date" i.e. the date of the record

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of DAR North Central (Department/Bureau) 23 (Division) (Unit)
 Location North Central ANIMAL SHELTER Records Retention Schedule No. Original Records Duplicate Records

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		
0005	Daily Remittance Report		AR29A	NA	10/1/19	10/31/19		1
0005	Daily Remittance Report		AR29A		11/1/19	11/30/19		1
0005	Daily Remittance Report		AR29A		12/1/19	12/31/19		1
0005	Daily Remittance Report		AR29A		1/1/20	1/31/20		1
0005	Daily Remittance Report		AR29A		2/1/20	2/29/20		1
0005	Daily Remittance Report		AR29A		3/1/20	3/31/20		1
0005	Daily Remittance Report		AR29A		4/1/20	4/15/20		1
0005	Daily Remittance Report		AR29A		3/16/21	6/2/21		1
0005	Daily Remittance Report		AR29A		12/16/21	2/19/22		1
0005	Daily Remittance Report		AR29A		11/6/21	12/15/21		1
0005	Daily Remittance Report		AR29A		9/24/21	11/05/21		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 **DEC - 9 2024** Page 6 of 7 Pages

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION
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Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of DAR **Northern Central** 33
~~SEPHILLOS ANGELES~~ (Department/Bureau) (Division) (Unit)

Location **Northern Central Animal Shelter** Records Retention Schedule No. [] Original Records [X] Duplicate Records
 of Records ~~SEPHILLOS ANGELES ANIMAL SHELTER~~

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		
0005	Daily Remittance Report		AR29A	NA	8/17/22	10/2/22		1
0005	Daily Remittance Report		AR29A		7/10/22	8/16/22		1
0005	Daily Remittance Report		AR29A		2/20/22	4/16/22		1
0005	Daily Remittance Report		AR29A		6/5/22	7/9/22		1
0005	Daily Remittance Report		AR29A		10/1/22	11/30/22		1
0005	Daily Remittance Report		AR29A		12/1/22	1/1/23		1
0005	Daily Remittance Report		AR29A		7/1/22	8/17/22		1
0005	Daily Remittance Report		AR29A		8/18/21	9/25/21		1
0005	Daily Remittance Report		AR29A		3/16/21	6/2/21		1
Total: 93								

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By [Signature] By Date **DEC - 9 2024** Page 7 of 7 Pages
 Division Head Department Head

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION
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