



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] [SMgmt SVCS 18100212280.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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:

Signature:

Date Signed:

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

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: September 25, 2018

TO: HEADS OF ALL DEPARTMENTS

FROM: HOLLY WOLCOTT, CITY CLERK

SUBJECT: AUTHORITY TO SUBMIT AND CERTIFY
RECORDS DISPOSITION SCHEDULES AND
REQUESTS FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Pursuant to Division 12 of the Administrative Code, each department head at the beginning of each fiscal year shall submit exemplars of signatures of the department head and others who will be authorized to submit and certify records disposition schedules and requests for authority to destroy obsolete records.

Pursuant to this code section, we ask that you return this memorandum to Todd Gaydowski of the Records Management Division, at 555 Ramirez Street, Space 320, Mail Stop 161, **before June 30, 2018**. Please provide clearly printed or typed name with signature in each case. If you have any questions please contact Todd Gaydowski at (213) 473-8449.

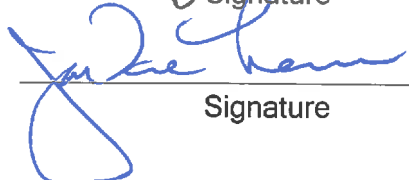
Submitted herein below are exemplars of signatures of the Department head and of the designees authorized to submit and certify requests for Records Disposition Schedules and Requests for Authority to Destroy Obsolete Records.

Fiscal Year: 2018/2019

Date: September 25, 2018

Department: Office of the Controller

Department Head: Georgia Mattera 
Printed Name Signature

Authorized Designee(s): JoVonne Lavender 
Printed Name Signature

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations 2012
(Department Bureau) (Division) Paymaster Section (Unit)

Location Controller Archives (200 North Spring Street) Records Retention Schedule No CTR 12 Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0002	Cash Transfer Voucher (CTV) - FMIS			SU	11/6/2007	1/18/2008	Controller's Archives	1
2	0002	Cash Transfer Voucher (CTV) - FMIS			SU	7/29/2010	10/7/2010	"	1
3	0002	Cash Transfer Voucher (CTV) - FMIS			SU	1/13/2011	4/18/2011	"	1
4	0002	Cash Transfer Voucher (CTV) - FMIS			SU	10/30/2007	12/27/2007	"	1
5	0002	Cash Transfer Voucher (CTV) - FMIS			SU	1/4/2007	3/24/2007	"	1
6	0002	Cash Transfer Voucher (CTV) - FMIS			SU	3/12/2007	6/12/2008	"	1
7	0002	Cash Transfer Voucher (CTV) - FMIS			SU	6/13/2008	8/28/2008	"	1
8	0002	Cash Transfer Voucher (CTV) - FMIS			SU	9/2/2008	11/12/2008	"	1
9	0002	Cash Transfer Voucher (CTV) - FMIS			SU	11/13/2008	1/29/2009	"	1
10	0002	Cash Transfer Voucher (CTV) - FMIS			SU	2/2/2009	4/28/2009	"	1
11	0002	Cash Transfer Voucher (CTV) - FMIS			SU	4/29/2009	7/22/2009	"	1
12	0002	Cash Transfer Voucher (CTV) - FMIS			SU	7/23/2009	10/16/2009	"	1
13	0002	Cash Transfer Voucher (CTV) - FMIS			SU	4/23/2010	7/23/2010	"	1
14	0002	Cash Transfer Voucher (CTV) - FMIS			SU	4/20/2011	7/29/2011	"	1
15	0002	Cash Transfer Voucher (CTV) - FMIS			SU	8/1/2011	10/21/2011	"	1
16	0002	Cash Transfer Voucher (CTV) - SMS			SU	11/6/2007	1/18/2008	"	1
17	0002	Cash Transfer Voucher (CTV) - SMS			SU	11/6/2007	1/18/2008	"	1
18	0002	Cash Transfer Voucher (CTV) - SMS			SU	6/1/2007	8/28/2007	"	1
19	0002	Cash Transfer Voucher (CTV) - SMS			SU	4/12/2007	5/31/2007	"	1
20	0002	Cash Transfer Voucher (CTV) - SMS			SU	10/13/2009	1/14/2010	"	1
21	0002	Cash Transfer Voucher (CTV) - SMS			SU	8/29/2007	11/5/2007	"	1
22	0002	Cash Transfer Voucher (CTV) - SMS			SU	1/26/2007	4/10/2007	"	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 9/27/2018 Page 1 of 3

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations Year Ending 2012
(Department Bureau) (Division) Paymaster Section (Unit)

Location Controller Archives (200 North Spring Street) Records Retention Schedule No CTR 12 Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
23	0002	Cash Transfer Voucher (CTV) - SMS			SU	2/17/2009	4/30/2009	Controller's Archives	1
24	0003	Cash Transger Voucher (CTV) - SMS			SU	11/6/2006	1/29/2007	"	1
25	0002	Cash Transfer Voucher (CTV) - SMS			SU	7/28/2009	10/8/2009	"	1
26	0002	Cash Transfer Voucher (CTV) - SMS			SU	4/4/2008	6/3/2008	"	1
27	0002	Cash Transfer Voucher (CTV) - SMS			SU	6/4/2008	8/26/2008	"	1
28	0002	Cash Transfer Voucher (CTV) - SMS			SU	8/27/2008	11/6/2008	"	1
29	0002	Cash Transfer Voucher (CTV) - SMS			SU	1/3/2006	3/15/2006	"	1
31	0002	Cash Transfer Voucher (CTV) - SMS			SU	11/7/2008	2/13/2009	"	1
32	0002	Cash Transfer Voucher (CTV) - SMS			SU	1/22/2008	4/3/2008	"	1
33	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	1/2/2002	2/26/2002	"	1
34	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	3/1/2002	4/18/2002	"	1
35	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	7/23/2002	9/5/2002	"	1
36	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	11/26/2007	2/13/2008	"	1
37	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	2/19/2008	4/28/2008	"	1
38	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	5/1/2008	7/9/2008	"	1
39	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	7/10/2008	9/19/2008	"	1
40	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	9/23/2008	12/11/2008	"	1
41	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	12/16/2008	3/3/2009	"	1
42	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	3/4/2009	5/28/2009	"	1
43	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	6/2/2009	8/20/2009	"	1
44	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	8/25/2009	11/24/2009	"	1
45	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	11/30/2009	2/25/2010	"	1

The above records are submitted for destruction in accordance with Sec 19.5 of the L.A. Administrative Code:

By  Division Head

By  Department Head

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations Year Ending 2012
 (Department Bureau) (Division) Paymaster Section (Unit)

Location Controller Archives (200 North Spring Street) Records Retention Schedule No. CTR 12 Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
46	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	3/2/2010	5/27/2010	Controller's Archives	1
47	0002	Cash Transfer Voucher (CTV) - Worker's Comp			SU	9/2/2010	11/18/2010	"	1

Total Boxes of Records for Destruction 46

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

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of _____ Office of The Controller _____ Financial Operations _____ Funds & Appropriation _____ Year Ending 2012
(Department Bureau) (Division) (Unit)

Location of Records _____ Controller Archives (200 N. Spring Street, Room 10A) _____ Records Retention Schedule No. CTR 45 _____ Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0005	Cash Transfer Voucher (W & P)			TO+7	2001	2008	Controller's Archive	8
2	0012	Cash Receipts			TO+5	1999	2000	"	7
3	0012	Cash Receipts			TO+5	2004	2005	"	15
4	0012	Cash Receipts			TO+5	2005	2006	"	19
5	0012	Cash Receipts			TO+5	2006	2007	"	20
6	0024	Interdepartmental Order			TO+2	2006	2007	"	2
7	0024	Interdepartmental Order			TO+2	2008	2009	"	3
8	0024	Interdepartmental Order			TO+2	2010	2012	"	4
9	0046	Statement of Condition of Appropriation (Microfiche)			TO+10	1990	1991	"	5
10	0046	Statement of Condition of Appropriation (Microfiche)			TO+10	1991	1992	"	4
11	0046	Statement of Condition of Appropriation (Microfiche)			TO+10	1999	2000	"	2
12	0050	General Encumbrance Form			TO+3	1989	1990	"	2
13	0050	General Encumbrance Form			TO+3	1998	1999	"	2
14	0050	General Encumbrance Form			TO+3	2001	2002	"	2
15	0050	General Encumbrance Form			TO+3	2006	2007	"	13
16	0050	General Encumbrance Form			TO+3	2007	2008	"	7
17	0050	General Encumbrance Form			TO+3	2008	2009	"	2
18	0051	Transfer of Appropriation			TO+3	2006	2007	"	5
19	0050	Appropriation			TO+3	2006	2007	"	8
20	0052	Internal Vouchers			TO+5	1998	1999	"	8
21	0052	Internal Vouchers			TO_5	2004	2005	"	20
22	0052	Internal Vouchers			TO+5	2005	2006	"	10

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

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of _____ Office of The Controller _____ Year Ending 2012
 (Department Bureau) _____ Financial Operations _____ Funds & Appropriation _____
 (Division) _____ (Unit)

Location of Records _____ Controller Archives (200 N. Spring Street, Room 10A) _____
 Records Retention Schedule No. CTR 45 Original Records _____

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
23	0053	Journal Vouchers			TO+5	1996	1997	"	2
24	0053	Journal Vouchers			TO+5	1997	1998	"	2
25	0053	Journal Vouchers			TO+5	2001	2002	"	1
26	0053	Journal Vouchers			TO+5	2004	2005	"	20
27	0053	Journal Vouchers			TO+5	2005	2006	"	21
28	0053	Journal Vouchers			TO+5	2006	2007	"	23
29	0053	Reversion Worksheet to Reserve & Other Funds			TO+3	1993	1994	"	3
30	0094	Payroll Recap (DWP)			TO+5	2001	2002	"	3
31	0094	Payroll Recap (DWP)			TO+5	2003	2004	"	2
32	0094	Payroll Recap (DWP)			TO+5	2005	2006	"	4
33									
Total Boxes of Records for Destruction									249

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



Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller (Department Bureau) Audit Division (Division) Auditing Division (Unit) 2012 Year Ending 1

Location of Records Controller Archives (200 N. Spring Street, Room 19A) Records Retention Schedule No CTR 46 Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0002	Invoice Blank Check Analysis			TO+5	1/1/1999	4/1/1999	Controller's Archives	2
2	0002	Invoice Blank Check Analysis			TO+5	3/1/1999	8/1/1999	"	2
3	0002	Invoice Blank Check Analysis			TO+5	8/1/1999	9/1/1999	"	2
4	0002	Invoice Blank Check Analysis			TO+5	2/1/2001	3/12001	"	1
5	0002	Invoice Blank Check Analysis			TO+5	4/1/2001	6/12001	"	1
6	0002	Invoice Blank Check Analysis			TO+5	7/1/2001	10/1/2001	"	1
7	0002	Invoice Blank Check Analysis			TO+5	11/1/2001	1/1/2002	"	2
8	0002	Invoice Blank Check Analysis			TO+5	2/1/2002	9/1/2002	"	1
9	0002	Invoice Blank Check Analysis			TO+5	10/1/2002	3/1/2003	"	1
10	0002	Invoice Blank Check Analysis			TO+5	4/1/2003	6/1/2003	"	1
11	0002	Invoice Blank Check Analysis			TO+5	7/1/2003	9/1/2003	"	1
12	0002	Invoice Blank Check Analysis			TO+5	10/1/2003	12/1/2003	"	1
13	0002	Invoice Blank Check Analysis			TO+5	1/1/2004	3/1/2004	"	1
14	0002	Invoice Blank Check Analysis			TO+5	4/1/2004	7/1/2004	"	1
15	0002	Invoice Blank Check Analysis			TO+5	8/1/2004	12/1/2004	"	1
16	0002	Invoice Blank Check Analysis			TO+5	1/1/2005	6/1/2005	"	1
17	0002	Invoice Blank Check Analysis			TO+5	7/1/2005	12/1/2005	"	1
18	0002	Invoice Blank Check Analysis			TO+5	1/1/2006	6/1/2006	"	1
19	0002	Invoice Blank Check Analysis			TO+5	7/1/2006	12/1/2006	"	1
20	0002	Invoice Blank Check Analysis			TO+5	1/1/2007	4/1/2007	"	1
21	0002	Invoice Blank Check Analysis			TO+5	5/1/2007	8/1/2007	"	1
22	0002	Invoice Blank Check Analysis			TO+5	9/1/2007	12/1/2007	"	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

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of _____ Office of The Controller _____ Year Ending 2012
 (Department Bureau) _____
 Audit Division _____ Auditing Division _____
 (Division) _____ (Unit) _____

Location of Records _____ Controller Archives (200 N. Spring Street, Room 19A) _____
 Records Retention Schedule No. CTR 46 Original Records _____

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
23	0003	Payroll Observances			TO+5	1/1/1999	9/1/1999	Controller's Archives	1
24	0003	Payroll Observances			TO+5	1/1/2000	2/1/2001	"	1
25	0003	Payroll Observances			TO+5	9/1/2001	5/1/2002	"	1
26	0003	Payroll Observances			TO+5	7/1/2002	6/1/2003	"	1
27	0003	Payroll Observances			TO+5	1/1/2004	12/1/2004	"	1
28	0003	Payroll Observances			TO+5	1/1/2005	8/1/2005	"	1
29	0003	Payroll Observances			TO+5	8/1/2005	12/1/2005	"	1
30	0003	Payroll Observances			TO+5	1/1/2006	3/1/2006	"	1
31	0003	Payroll Observances			TO+5	4/1/2006	6/1/2006	"	1
32	0003	Payroll Observances			TO+5	7/1/2006	12/1/2006	"	1
33	0003	Payroll Observances			TO+5	1/1/2007	4/1/2007	"	1
34	0003	Payroll Observances			TO+5	7/1/2007	12/1/2007	"	1
35									
36									
37									
38									
39									

Total Boxes of Records for Destruction 38

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

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of _____ Office of The Controller _____ Year Ending 2012
 (Department/Bureau) _____ Financial Operations _____ General Accounting _____
 (Division) _____ (Unit) _____
 Location of Records Controller Archives (200 North Spring Street) Records Retention Schedule No. CTR 41 Original Records

Item No.	Scrip Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0001	Annual and Fiscal Year Working Papers			TO+2	6/1/1995	6/30/1996	Controller's Archives	2
2	0001	Annual and Fiscal Year Working Papers			TO+2	6/1/1996	6/30/1997	"	4
3	0001	Annual and Fiscal Year Working Papers			TO+2	6/1/1997	6/30/1998	"	2
4	0001	Annual and Fiscal Year Working Papers			TO+2	6/1/1998	6/30/1999	"	6
5	0001	Annual and Fiscal Year Working Papers			TO+2	6/1/1999	6/30/2000	"	2
6	0001	Annual and Fiscal Year Working Papers			TO+2	6/1/2000	6/30/2001	"	1
7	0036	Summary Trial Balance by Acctg. Dist. Within Fund			TO+2	Jun-05	7/1/2005	"	5
8	0036	Summary Trial Balance by Acctg. Dist. Within Fund			TO+2	2009	2010	"	4
9	0038	Balance Sheet			TO+2	1995	1996	"	1
10	0038	Balance Sheet			TO+2	1996	1997	"	2
11	0038	Balance Sheet			TO+2	1997	1998	"	1
12	0038	Balance Sheet			TO+2	1998	1999	"	1
13	0038	Balance Sheet			TO+2	1999	2000	"	1
14	0038	Balance Sheet			TO+2	2000	2001	"	2
15	0038	Balance Sheet			TO+2	2001	2002	"	1
16	0039	Statement of Revenue Expense			TO+2	1999	2000	"	3
17	0039	Statement of Revenue Expense			TO+2	2000	2001	"	2
18									
19									
20									

Total Boxes of Records for Destruction 40

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

Request for
 AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations Check Reconciliation Year Ending 2012
 (Department Bureau) (Division) (Unit) 1

Location of Records Controller Archives (200 N. Spring Street, Room 19A) Records Retention Schedule No CTR44 Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0002	Cancelled Check Letters			TO+5	6/1/1995	6/30/1999	Controller's Archives	4
2	0002	Cancelled Check Letters			TO+5	6/1/1998	6/30/2001	"	5
3	0002	Cancelled Check Letters			TO+5	6/1/2002	6/30/2003	"	1
4	0005	Demands (List of Checks Paid)			TO+3	6/1/1990	6/30/1991	"	2
5	0005	Demands (List of Checks Paid)			TO+3	7/1/1990	30-Jun	"	1
6	0005	Demands (List of Checks Paid)			TO+3	6/1/1992	6/30/1993	"	5
7	0005	Demands (List of Checks Paid)			TO+3	7/1/1994	6/30/1995	"	3
8	0005	Demands (List of Checks Paid)			TO+3	7/1/1996	6/30/1997	"	3
9	0005	Demands (List of Checks Paid)			TO+3	7/1/1998	6/30/1999	"	2
10	0005	Demands (List of Checks Paid)			TO+3	7/1/2000	6/30/2001	"	2
11	0005	Demands (List of Checks Paid)			TO+3	7/1/2002	6/30/2003	"	5
12	0005	Demands (List of Checks Paid)			TO+3	7/1/2003	6/30/2004	"	3
13	0005	Demands (List of Checks Paid)			TO+3	7/1/2005	6/30/2006	"	4
14	0007	Demands (Demands Issued)			TO+20	7/1/1983	6/30/1984	"	6
15	0007	Demands (Demands Issued)			TO+20	7/1/1984	6/30/1985	"	6
16	0007	Demands (Demands Issued)			TO+20	7/1/1985	6/30/1986	"	5
17	0007	Demands (Demands Issued)			TO+20	7/1/1986	6/30/1987	"	2
18	0007	Demands (Demands Issued)			TO+20	8/1/1987	6/30/1988	"	2
19	0007	Demands (Demands Issued)			TO+20	7/1/1988	6/30/1989	"	2
20	0007	Demands (Demands Issued)			TO+20	7/1/1989	6/30/1990	"	1
21	0008	Demands (Outstanding File Listing)			TO+2	7/1/1988	6/30/1989	"	2
22	0008	Demands (Outstanding File Listing)			TO+2	7/1/1989	6/30/1990	"	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

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations Check Reconciliation Year Ending 2012
(Department Bureau) (Division) (Unit) 1

Location of Records Controller Archives (200 N. Spring Street, Room 19A) Records Retention Schedule No CTR44 Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
23	0008	Demands (Outstanding File Listing)			TO+2	7/1/1990	6/30/1991	Controller's Archives	3
24	0008	Demands (Outstanding File Listing)			TO+2	7/1/1991	6/30/1992	"	2
25	0016	Release Stop Payment Letters			TO+5	7/1/1999	6/30/2000	"	2
26	0016	Release Stop Payment Letters			TO+5	7/1/2000	6/30/2001	"	2
27	0016	Release Stop Payment Letters			TO+5	7/1/2001	6/30/2002	"	2
28	0016	Release Stop Payment Letters			TO+5	7/1/2002	6/30/2003	"	3
29	0016	Release Stop Payment Letters			TO+5	7/1/2003	6/30/2004	"	2
30	0016	Release Stop Payment Letters			TO+5	7/1/2004	6/30/2005	"	4
31	0016	Release Stop Payment Letters			TO+5	7/1/2005	6/30/2006	"	3
32	0016	Release Stop Payment Letters			TO+5	7/1/2006	6/30/2007	"	2
33	0023	Warrants (Paid Checks) Box Nos 4478-4612			TO+10	7/1/1995	6/30/1996	"	134
34	0023	Warrants (Paid Checks) Box Nos 4613-4746			TO+10	7/1/1996	6/30/1997	"	133
35	0023	Warrants (Paid Checks) Box Nos 4747-4878			TO+10	7/1/1997	6/30/1998	"	131
36									
37									
38									
39									

Total Boxes of Records for Destruction 490

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

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations Year Ending 2017
 (Department Bureau) (Division) Demand Audit (Unit)

Location of Records Controller Archives (200 North Spring Street) Records Retention Schedule No. CTR 41 Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0003	Contracts			CL+10	7/1/2001	6/4/2002	Controller's Archives	10
2	0003	Contracts			CL+10	7/1/2003	7/1/2004	"	5
3	0018	Travel and Personal Expense Reimbursement Authority			TO+10	7/1/2002	6/30/2003	"	11
4	0018	Travel and Personal Expense Reimbursement Authority			TO+10	7/1/2003	6/3/2004	"	5
5	0018	Travel and Personal Expense Reimbursement Authority			TO+10	7/1/2004	6/30/2005	"	2
6	0018	Travel and Personal Expense Reimbursement Authority			TO+10	7/1/2005	6/30/2006	"	4
7								"	
8								"	
9								"	
10								"	
11								"	
12								"	
13								"	
14								"	
15								"	
16								"	
17								"	
18								"	
19								"	
20								"	

Total Boxes of Records for Destruction **37**

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
 By  Angela Matkovic
 Date 9/27/2018 Page 1 of 1

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations 2017
 (Department Bureau) (Division) Paymaster
 (Unit)

Location of Records Controller Archives (200 North Spring Street) Records Retention Schedule No. CTR 12 Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0002	Cash Deposit Book			CL+5	7/1/2001	6/30/2002	Controller's Archives	10
2	0002	Cash Deposit Book			CL+5	7/1/2003	6/30/2004	"	5
3	0003	Chapter XIII Bankruptcies			TE+4	7/1/2003	6/30/2004	"	5
4	0009	Judgement File Card			TE+4	7/1/1991	6/30/1992	"	1
5	0009	Judgement File Card			TE+4	7/1/1992	6/30/1993	"	1
6	0009	Judgement File Card			TE+4	7/1/2004	6/30/2005	"	1
7	0009	Judgement File Card			TE+4	Jul-05	6/30/2006	"	1
8	0011	Order Assigning Salary or Wages			TE+5	1996	1997	"	3
9	0011	Order Assigning Salary or Wages			TE+5	1997	1998	"	4
10	0011	Order Assigning Salary or Wages			TE+5	1998	1999	"	2
11	0011	Order Assigning Salary or Wages			TE+5	1999	2000	"	1
12	0011	Order Assigning Salary or Wages			TE+5	2000	2001	"	1
13	0011	Order Assigning Salary or Wages			TE+5	2006	2007	"	1
14	0011	Order Assigning Salary or Wages			TE+5	2008	2009	"	2
15	0014	Wage Assignment (Bookkeeping Record)			TE+4	1996	1997	"	1
16	0014	Wage Assignment (Bookkeeping Record)			TE+4	1997	1998	"	1
17									
18									
19									
20									

Total Boxes of Records for Destruction 40

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



**Request for
 AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Office of The Controller Financial Operations Funds & Appropriation 2017
 (Department Bureau) (Division) (Unit)

Location of Records Controller Archives (200 N. Spring Street, Room 10A) Records Retention Schedule No CTR 45 Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0012	Cash Receipts			TO+5	2004	2005	Controller's Archive	4
2	0012	Cash Receipts			TO+5	2007	2008	"	27
3	0012	Cash Receipts			TO+5	2008	2009	"	12
4	0012	Cash Receipts			TO+5	2009	2010	"	10
5	0012	Cash Receipts			TO+5	2010	2011	"	7
6	0024	Interdepartmental Order			TO+2	2005	2006	"	5
7	0042	Expenditures Corrections			TO+2	2006	2007	"	2
8	0042	Expenditures Corrections			TO+2	2007	2008	"	2
9	0042	Expenditures Corrections			TO+2	2008	2009	"	2
10	0042	Expenditures Corrections			TO+2	2009	2010	"	2
11	0046	Statement of Condition of Appropriation (Microfiche)			TO+10	1999	2000	"	2
12	0046	Statement of Condition of Appropriation (Microfiche)			TO+10	2002	2003	"	3
13	0046	Statement of Condition of Appropriation (Microfiche)			TO+10	2003	2004	"	2
14	0049	Appropriations			TO+3	2008	2009	"	7
15	0049	Appropriations			TO+3	2009	2010	"	3
16	0049	Appropriations			TO+3	2010	2011	"	3
17	0050	General Encumbrance Form			TO+3	2009	2010	"	7
18	0050	General Encumbrance Form			TO+3	2010	2011	"	10
19	0050	General Encumbrance Form			TO+3	2011	2012	"	7
20	0050	General Encumbrance Form			TO+3	2012	2013	"	6
21	0051	Transfer of Appropriation			TO+3	2008	2009	"	3
22	0051	Transfer of Appropriation			TO+3	2009	2010	"	3

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 9/7/2018 Page 1 of 2 

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations Funds & Appropriation Year Ending 2017
 (Department Bureau) (Division) (Unit)

Location of Records Controller Archives (200 N. Spring Street, Room 10A) Records Retention Schedule No CTR 45 Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
23	0051	Transfer of Appropriation			TO+3	2010	2011	"	3
24	0052	Interval Vouchers			TO+5	2005	2006	"	23
25	0052	Interval Vouchers			TO+5	2006	2007	"	19
26	0052	Interval Vouchers			TO+5	2007	2008	"	21
27	0052	Interval Vouchers			TO+5	2008	2009	"	25
28	0052	Interval Vouchers			TO+5	2009	2010	"	28
29	0053	Journal Vouchers			TO+5	2008	2009	"	30
30	0053	Journal Vouchers			TO+5	2009	2010	"	10
31	0053	Journal Vouchers			TO+5	2010	2011	"	23
32	0053	Journal Vouchers			TO+5	2011	2012	"	22
33	0088	Council Files			TO+3	2000	2001	"	3

Total Boxes of Records for Destruction

336

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