

#### CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Controller
Additional Information:	N/A
Submitting Date:	10/2/2018 <b>Email me a copy</b>
*Quantity:	1276 Boxes
Records Dated From	01/1/2004 <b>To</b> 12/31/2013
Description:	Old records of documents such as cancelled checks, CTVS Invoice Blank CHeck Analysis , etc.
Attachment: [2 MB max]	Detach SMgmt SVCS 18100212280.pdf

#### **Department Authorization**

Authorizing Person: Ruby Love Date: 10/02/2018

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

SHANNON HOPPES

**Date Signed:** 

10/02/2018

Signature:

• APPROVE

Jame Senn Hygne

**Date of Notification:** 

10/03/2018

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

**SUBMIT** 

O REJECT

**CANCEL** 

#### **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 <u>clearly printed or typed</u> 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	Aura Mattera
Authorized	Printed Name	Signature
Designee(s):	JoVonne Lavender	To be have
	Printed Name	Signature

#### **AUTHORITY TO DESTROY OBSOLETE RECORDS** Request for

20 21	20		19	18	17	16	15	14	13	12	1	10	9	00	7	6	<b>5</b> 1	4	ω	2	_	9	ltem	of Records	Location		Records of	
0002		0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	Ş	Sch Item	rds	ם		s of	
	Cash Transfer Voucher (CTV) - SMS	Cash Transfer Voucher (CTV) - SMS	Cash Transfer Voucher (CTV) - SMS	Cash Transger Voucher (CTV) - SMS	Cash Transfer Voucher (CTV) - SMS	Cash Transfer Voucher (CTV) - SMS	Cash Transfer Voucher (CTV) - FMIS		Record Title (Same as on Schedule)	Controller Archives (200 North Spring Street)		(Department Bureau)	Office of The Controller															
																						700		Schedule No	Records Retention			
																							Form No.	0	tention		Fina	
	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	Period	Total	CTR 12		(Division)	Financial Operations							
	8/29/2007	10/13/2009	4/12/2007	6/1/2007	11/6/2007	11/6/2007	8/1/2011	4/20/2011	4/23/2010	7/23/2009	4/29/2009	2/2/2009	11/13/2008	9/2/20080	6/13/2008	3/12/2007	1/4/2007	10/30/2007	1/13/2011	7/29/2010	11/6/2007	From	Inclusiv			n)	erations	
	11/5/2007	1/14/2010	5/31/2007	8/28/2007	1/18/2008	1/18/2008	10/21/2011	7/29/2011	7/23/2010	10/16/2009	7/22/2009	4/28/2009	1/29/2009	11/12/2008	8/28/2008	6/12/2008	3/24/2007	12/27/2007	4/18/2011	10/7/2010	1/18/2008	То	Inclusive Dates	•				
	*	4	a	=		=			=	19	=	=	=	=	=	Ξ	*	ż	=	Ξ	Controller's Archives		Storage Location Nos.	Original Records		(Unit)	Paymaster Section	Year Ending
_	<u></u>						_	_	_	_	_	<u></u>	_			_	_	_	_	_			Quantity					2012

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

By Department Head Kluyer Matters

## Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

of Records Records of No. Location 45 4 43 42 4 40 39 အ 36 37 35 35 သ  $\frac{3}{2}$  $\frac{3}{2}$ 29 28 27 26 25 24 23 Sch Item 0002 0002 0002 0002 0002 0002 0002 0002 0002 0002 0003 0002 0002 0002 0002 0002 0002 0002 0002 0002 0002 0002 <u>Z</u> Cash Transfer Voucher (CTV) - Worker's Comp Cash Transfer Voucher (CTV)- Worker's Comp Cash Transfer Voucher (CTV) - Worker's Comp Cash Transfer Voucher (CTV) - SMS Cash Transfer Voucher (CTV) - SMS Cash Transfer Voucher (CTV) - SMS Cash Transfer Voucher (CTV - SMS Cash Transfer Voucher (CTV) - SMS Cash Transger Voucher (CTV) - SMS Cash Transfer Voucher (CTV) - SMS Cash Transfer Voucher (CTV) - SMS Cash Transfer Voucher (CTV) - SMS Controller Archives (200 North Spring Street) Record Title (Same as on Schedule) Office of The Controller (Department Bureau) Schedule No Records Retention Conf Rec Form No. Financial Operations **CTR 12** Reten Period (Division) Total S S S S SU 2 S S S S 2 SU S S S S S 11/30/2009 | 2/25/2010 8/25/2009 12/16/2008 9/23/2008 7/10/2008 2/19/2008 11/26/2007 7/23/2002 11/7/2008 2/17/2009 1/22/2008 8/27/2008 7/28/2009 11/6/2006 6/2/2009 3/4/2009 5/1/2008 3/1/2002 6/4/2008 1/2/2002 4/4/2008 1/3/2006 From Inclusive Dates 11/24/2009 8/20/2009 12/11/2008 5/28/2009 9/19/2008 2/13/2008 4/18/2002 2/26/2002 2/13/2009 3/15/2006 8/26/2008 4/28/2008 11/6/2008 4/30/2009 3/3/2009 9/5/2002 4/3/2008 6/3/2008 10/8/2009 7/9/2008 1/29/2007 딩 Controller's Archives Paymaster Section Year Ending Original Records Storage Location Nos. (Unit) Quantity 2012

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

Division Head

Department Head

Shayer Mathera

	47	46	No.	ltem	Location of Records		Records of
	0002	0002	No.	Sch Item	ords		ds of
Total Boxes of Records for Destruction	Cash Transfer Voucher (CTV) - Worker's Comp	Cash Transfer Voucher (CTV ) -Worker's Comp		Record Title (Same as on Schedule)	Controller Archives (200 North Spring Street)	(Department Bureau)	Office of The Controller
			Rec	Conf	Records Reto Schedule No		
				Form No.	Records Retention Schedule No		Fina
	SC	SU	Reten Period	Total	CTR 12	(Division)	Financial Operations
	9/2/2010	3/2/2010	From	Inclusio	Į.		rations
	11/18/2010	5/27/2010	То	Inclusive Dates	'		
	=	Controller's Archives	ć	Storage Location Nos.	Original Records	(Unit)	Year Ending Paymaster Section
46		<b>-</b>		Quantity			2012

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

By Division Head

A. Administrative Code:

By
Department Head

Augustian Mattaca

## Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

_										_												Τ.		95		Žī
22	21	20	19	18	17	16	15	14	13	12	11	70	9	00	7	<u>თ</u>	5	4	ω	2			No.	8 2		Records of
0052	0052	0052	0050	0051	0050	0050	0050	0050	0050	0050	0046	0046	0046	0024	0024	0024	0012	0012	0012	0012	0005		Sch Item	g.		of
Internal Vouchers	Internal Vouchers	Internal Vouchers	Appropriation	Transfer of Appropriation	General Encumbrance Form	Statement of Condition of Apporpriation (Microfiche)	Statement of Condition of Apporpriation (Microfiche)	Statement of Condition of Apporpriation (Microfiche)	Interdepartmental Order	Interdepartmental Order	Interdepartmental Order	Cash Receipts	Cash Receipts	Cash Receipts	Cash Reecipts	Cash Transfer Voucher (W & P)		Record Title (Same as on Schedule)	Controller Archives (200 N. Spring Street, Room 10A)	(Department Bureau)	Office of The Controller					
																							Conf	Records Reto		
																							Form No.	Records Retention Schedule No		Fina
TO+5	TO_5	TO+5	TO+3	TO+3	TO+3	TO+3	TO+3	TO+3	TO+3	TO+3	TO+10	TO+10	TO+10	TO+2	TO+2	TO+2	TO+5	TO+5	TO+5	TO+5	TO+7	Period	Total	CTR 45	(Division)	Financial Operations
2005	2004	1998	2006	2006	2008	2007	2006	2001	1998	1989	1999	1991	1990	2010	2008	2006	2006	2005	2004	1999	2001	From	Inclusi		)	rations
2006	2005	1999	2007	2007	2009	2008	2007	2002	1999	1990	2000	1992	1991	2012	2009	2007	2007	2006	2005	2000	2008	То	Inclusive Dates	. 1		Funds &
=	=	ŧ	•	=	*	**	99	98			4	4	:	=	:	:	=	=	2	2	Controller's Archive		Storage Location Nos.	Original Records	(Unit)	Year Ending Funds & Appropriation
10	20	œ	00	Oì	2	7	13	2	N	2	2	4	ΟΊ	4	ω	Ν.	20	19	15	7	8		Quantity			2012
																										'

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 Huge Whatters

#### Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

of Records Records of Location No. 29 30 31 ပ္သ 32 28 26 27 24 25 23 Sch Item 0094 0094 0094 0053 0053 0053 0053 0053 0053 0053 <u>Z</u> Payroll Recap (DWP) Payroll Recap (DWP) Payroll Recap (DWP) Revesion Worksheet to Reseve & Other Funds Journal Vouchers Journal Vouchers Journal Vouchers Total Boxes of Records for Destruction Journal Vouchers Journal Vouchers Journal Vouchers Controller Archives (200 N. Spring Street, Room 10A) Record Title (Same as on Schedule) Office of The Controller (Department Bureau) Schedule No Records Retention Conf Rec Form No. Financial Operations **CTR 45** Reten Period TO+5 TO+5 TO+3 TO+5 TO+5 TO+5 TO+5 TO+5 TO+5 Total (Division) TO+5 2005 2003 2001 1993 2006 2005 2004 2001 From 1997 1996 Inclusive Dates Funds & Appropriation 2006 2004 2002 1994 2007 2006 2005 2002 1998 1997 7 Year Ending Original Records Storage Location Nos. (Unit) Quantity 2012 21 ω 20 ω  $\rightarrow$ 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

Date 9/26/2018 Page2 of 2

Shya Mathara Date 9/2

# Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of	<u>}</u>	Office of The Controller		<u> </u>	Andit Division	3	Year E	Year Ending	2012
		(Department Bureau)			(Division)		G	(Unit)	
Location	_		Records Retention	ention					
of Records	rds	Controller Archives (200 N. Spring Street, Room 19A)	_ Schedule No	1 -	CTR 46			Original Records	
Item	Sch Item	Record Title (Same as on Schedule)	_	Form No.	Total	Inclusive Dates	e Dates	Storage Location Nos.	Quantity
No.	No.		Rec		Reten	·	ı		
$oxed{T}$					9	From	0		
_	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	3	2
ယ	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	2	<u> </u>
Οī	0002	Invoice Blank Check Analysis			T0+5	4/1/2001	6/12001	3	
6	0002	Invoice Blank Check Analysis			TO+5	7/1/2001	10/1/2001	3	
7	0002	Invoice Blank Check Analysis			TO+5	11/1/2001	1/1/2002	z	2
00	0002	Invoice Blank Check Analysis			TO+5	2/1/2002	9/1/2002	44	_
9	0002	Invoice Blank Check Analysis			TO+5	10/1/2002	3/1/2003	4	_
10	0002	Invoice Blank Check Analysis			TO+5	4/1/2003	6/1/2003	4	_
=======================================	0002	Invoicce Blank Check Analysis			TO+5	7/1/2003	9/1/2003	4	>
12	0002	Invoice Blank Check Analysis			TO+5	10/1/2003	12/1/2003	2	
3	0002	Invoice Blank Check Analysis			TO+5	1/1/2004	3/1/2004	2	_
14	0002	Invoice Blank Check Analysis			TO+5	4/1/2004	7/1/2004	=	_
15	0002	Invoice Blank Check Analysis	•		TO+5	8/1/2004	12/1/2004	=	_
16	0002	Invoice Blank Check Analysis			TO+5	1/1/2005	6/1/2005	2	_
17	0002	Invoice Blank Check Analysis			TO+5	7/1/2005	12/1/2005		_
18	0002	Invoice Blank Check Analysis			TO+5	1/1/2006	6/1/2006	3	_
19	0002	Invoice Blank Check Analysis			TO+5	7/1/2006	12/1/2006	2	_
20	0002	Invoice Blank Check Analysis			TO+5	1/1/2007	4/1/2007	ź	_
21	0002	Invoice Blank Check Analysis			TO+5	5/1/2007	8/1/2007	=	_
22	0002	Invoice Blank Check Analysis			TO+5	9/1/2007	12/1/2007	2	<u></u>

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

By Division Head

Department Head Lawya Mothera

## Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Rec		Loc	<u>의</u>	Item	NO.	23	24	25	26	27	28	29	30	3	32	33	34	35	36	37	38	39
Records of		Location	of Records	$\dashv$														01	0,	~		
			l.	Sch Item	No.	0003	0003	0003	0003	0003	0003	0003	0003	0003	0003	0003	0003					
Office of The Controller	(Department Bureau)		Controller Archives (200 N. Spring Street, Room 19A)	Record Title (Same as on Schedule)		Payroll Observances	Payroll Observances	Payroll Observances	Payroll Observances	Payroll Observances	Payroll Observances	Payroll Observances	Payroll Observances	Payroll Observances	Payroll Observances	Payroll Observances	Payroll Observances					
		Record	_Schedule No	Conf	Rec																	
		Records Retention	ile No	Form No.																-		
Audit Division	(Division)		CTR 46	$\neg$	Reten Period	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5					
sion	)			Inclusi	From	1/1/1999	1/1/2000	9/1/2001	7/1/2002	1/1/2004	1/1/2005	8/1/2005	1/1/2006	4/1/2006	7/1/2006	1/1/2007	7/1/2007			-		
Year E Auditing Division			'	Inclusive Dates	То	9/1/1999	2/1/2001	5/1/2002	6/1/2003	12/1/2004	8/1/2005	12/1/2005	3/1/2006	6/1/2006	12/1/2006	4/1/2007	12/1/2007			•		
Year Ending Division	(Unit)		Original Records	Storage Location Nos.		Controller's Archives	и	=	=	2	2		. 4	2	::	2	=	=				
2012				Quantity		1	_		<u></u>		<u></u>	_		->	>		<u></u>					

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

By

Division Head

Department Head

Total Boxes of Records for Destruction

38

By Division Head

. Administrative Code:
By
Department Head

Langua Maskera

#### AUTHORITY TO DESTROY OBSOLETE RECORDS Request for

of Records Records of No. Location 20 19 8 17 4 6 2 13 12 = 6 9  $\odot$ O တ Sch Item 0039 0039 0038 0038 0038 0001 0038 0038 0038 0038 0036 0036 0001 0001 0001 0001 0001 <u>Z</u> Statement of Revenue Expense Statement of Revenue Expense Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Balance Sheet Summary Trial Balance by Acctg. Dist. Within Fund Summary Trial Balance by Acctg. Dist. Within Fund Annual and Fiscal Year Working Papers Controller Archives (200 North Spring Street) Record Title (Same as on Schedule) Office of The Controller **Balance Sheet** (Department Bureau) Schedule No Records Retention Conf Rec Form No. Financial Operations **CTR 41** Period Reten TO+2 TO+2 TO+2 T0+2 TO+2 Total (Division) 6/1/2000 6/1/1999 6/1/1998 6/1/1997 6/1/1996 Jun-05 6/1/1995 2000 2001 2000 1998 1997 1996 1995 2009 From 1999 1999 Inclusive Dates 6/30/1996 6/30/1999 6/30/1998 6/30/1997 6/30/2001 6/30/2000 7/1/2005 2001 2000 2002 2001 2000 1999 1998 1997 1996 2010 7 Controller's Archives General Accounting Original Records Year Ending Storage Location Nos. (Unit) Quantity 2012

Total Boxes of Records for Destruction

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

40

By Department Head XXVIII Mattaker

Division Head

## Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

ecords of	ds of	Office of The Controller		Finan	Financial Operations	rations	Year Ending Check Reconciliation	Year Ending conciliation	2012
		(Department Bureau)			(Division)			(Unit)	
ocation	on		Records Retention	etention					
f Records	ords	Controller Archives (200 N. Spring Street, Room 19A)	_ Schedule No		CTR44		•	Original Records	
tem	Sch Item	Record Title (Same as on Schedule)		Form No.	Total	Inclusiv	Inclusive Dates	Storage Location Nos.	Quantity
o.	No.		Rec		Reten Period	From	То		
	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
ω	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
Q	0005	Demands (List of Checks Paid)			TO+3	7/11990	30-Jun	2	_
တ	0005	Demands (List of Checks Paid)			TO+3	6/1/1992	6/30/1993	3	۲J
7	0005	Demands (List of Checks Paid)			TO+3	7/1/994	6/30/1995	=	ω
00	0005	Demands (List of Checks Paid)			TO+3	7/1/1996	6/30/1997	=	ယ
9	0005	Demands (List of Checks Paid)			TO+3	7/1/1998	6/30/1999	=	N
10	0005	Demands (List of Checks Paid)			TO+3	7/1/2000	6/30/2001	=	2
1	0005	Demands (List of Checks Paid)			TO+3	7/1/2002	6/30/2003	=	Ŋ
12	0005	Demands (List of Checks Paid)			TO+3	7/1/2003	6/30/2004	=	ω
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	=	<b>o</b>
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	=	Ŋ
17	0007	Demands (Demands Issued)			TO+20	7/1/1986	6/30/1987	=	2
18	0007	Demands (Demands Issued)			TO+20	&/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	=	
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	=	_

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

By Division Head

Department Head Shirph Mothers

490							Total Boxes of Records for Destruction		
									39
									38
									37
									36
131	:	6/30/1998	7/1/1997	TO+10			Warrants (Paid Checks) Box Nos 4747-4878	0023	35
133	2	6/30/1997	7/1/1996	TO+10			Warrants (Paid Checks) Box Nos 4613-4746	0023	34
134	=	6/30/1996	7/1/1995	TO+10			Warrants (Paid Checks) Box Nos 4478-4612	0023	ၓ
	=	6/30/2007	7/1/2006	TO+5			Release Stop Payment Letters	0016	32
<u>.</u> د	2	6/30/2006	7/1/2005	TO+5			Release Stop Payment Letters	0016	31
4	2	6/30/2005	7/1/2004	TO+5			Release Stop Payment Letters	0016	30
2	=	6/30/2004	7/1/2003	TO+5			Release Stop Payment Letters	0016	29
	=	6/30/2003	7/1/2002	TO+5			Release Stop Payment Letters	0016	28
2	=	6/30/2002	7/1/2001	TO+5			Release Stop Payment Letters	0016	27
2	=	6/30/2001	7/1/2000	TO+5			Release Stop Payment Letters	0016	26
	•	6/30/2000	7/1/1999	TO+5			Release Stop Payment Letters	0016	25
	=	6/30/1992	7/1/1991	TO+2			Demands (Outstanding File Listing)	0008	24
	Controller's Archives	6/30/1991	7/1/1990	TO+2			Demands (Outstanding File Listing)	0008	23
		То	From	Period		700			9
Quantity	Storage Location Nos.	e Dates	Inclusive Dates	Total	Form No.	Conf	Record Title (Same as on Schedule)	Sch Item	ltem
	Original Records			CTR44	Records Retention Schedule No	Records Reto	Controller Archives (200 N. Spring Street, Room 19A)	ords	Location of Records
	(Unit)			(Division)			(Department Bureau)		
2102	onciliation	Check Reconciliation	rations	Financial Operations	Finar		Office of The Controller	ls of	Records of
v	Vasr Endina								

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

By

Department Head

Department Head

	20	19	18	17	16	15	14	13	12	11	10	9	00	7	6	٥	4	ω	2		0	Item	Location of Records		Records of
															0018	0018	0018	0018	0003	0003	No.	Sch Item	ords		s of
Total Boxes of Records for Destruction															Travel and Personal Expense Reimbursement Authority	Contracts	Contracts		Record Title (Same as on Schedule)	Controller Archives (200 North Spring Street)	(Department Bureau)	Office of The Controller			
																					Rec	Conf	Records Rete Schedule No		
																				_		Form No.	Records Retention Schedule No		Finar
															TO+10	TO+10	TO+10	TO+10	CL+10	CL+10	Reten Period	Total	CTR 41	(Division)	Financial Operations
															7/1/2005	7/1/2004	7/1/2003	7/1/2002	7/1/2003	7/1/2001	From	Inclusiv			rations
															6/30/2006	6/30/2005	6/3/2004	6/30/2003	7/1/2004	6/4/2002	Тo	Inclusive Dates	•		
					=	=	=	=	=	8	=	=	=	=	=	=	3	=	3	Controller's Archives		Storage Location Nos.	Original Records	(Unit)	Year Ending Demand Audit
37															4	2	ъ	1	ъ	10		Quantity			2017

By Division Head

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

By
Division Head

Department Head

Department Head

	20	19	18	17	16	15	14	13	12	1	10	9	00	7	o o	(J)	4	ω	N			Item	of Records	Location		Records of
					0014	0014	0011	0011	0011	0011	0011	0011	0011	0009	0009	0009	0009	0003	0002	0002		Sch Item No.	ords	ă		ts of
Total Boxes of Records for Destruction					Wage Assignment (Bookkeeping Record)	Wage Assignment (Bookkeeping Record)	Order Assigning Salary or Wages	Judgement File Card	Judgement File Card	Judgement File Card	Judgement File Card	Chapter XIII Bankruptcies	Cash Deposit Book	Cash Deposit Book		Record Title (Same as on Schedule)	Controller Archives (200 North Spring Street)		(Department Bureau)	Office of The Controller						
					-			,									_				- 100	Conf	Schedule No	Record		
																		ai.				Form No.	ile No	Records Retention		<u></u>
					TE+4	TE+4	TE+5	TE+4	TE+4	TE+4	TE+4	TE+4	CL+5	CL+5	Period	Total	CTR 12		(Division)	nancial (						
					1997	1996	2008	2006	2000	1999	1998	1997	1996	Jul-05	7/1/2004	7/1/1992	7/1/1991	7/1/2003	7/1/2003	7/1/2001	From	Inclusiv			٦	Financial Operations
					1998	1997	2009	2007	2001	2000	1999	1998	1997	6/30/2006	6/30/2005	6/30/1993	6/30/1992	6/30/2004	6/30/2004	6/30/2002	То	Inclusive Dates	•			
					•	5	20	8	=	3	3	3	3	<i>±</i>	=	5	3	4		Controller's Archives		Storage Location Nos.	Original Records		(Unit)	Year Ending Paymaster
40							2	_		->	N	4	ω	>	_	<u> </u>	->	ζη	ഗ	10		Quantity				2017

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

By

Department Head

Department Head

Department Head

Date 1/24/2017 Page1 of 1

# Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of	ls of	Office of The Controller		Fina	Financial Operations	erations	Funds & A	Year Ending Funds & Appropriation	2017
		(Department Bureau)			(Division)			(Unit)	
ocation	ň		Records	Records Retention					
of Records	ords	Controller Archives (200 N. Spring Street, Room 10A)	_Schedule No	e No	CTR 45			Original Records	
Item	Sch Item	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusive	e Dates	Storage Location Nos.	Quantity
o O	No.		Rec		Reten	ì			
					Period	From	То		
_	0012	Cash Receipts			T0+5	2004	2005	Controller's Archive	4
2	0012	Cash Reecipts			TO+5	2007	2008	=	27
ω	0012	Cash Receipts			TO+5	2008	2009	э Т	12
4	0012	Cash Receipts			TO+5	2009	2010	3	10
<b>5</b> 1	0012	Cash Receipts			T0+5	2010	2011	2	7
6	0024	Interdepartmental Order			TO+2	2005	2006	=	ζ <sub>1</sub>
7	0042	Expenditures Corrections			TO+2	2006	2007	3	N
8	0042	Expenditures Corrections			TO+2	2007	2008		2
9	0042	Expenditures Corrections			TO+2	2008	2009	s	2
10	0042	Expenditures Corrections	-		TO+2	2009	2010	2	2
<u> </u>	0046	Statement of Condition of Apporpriation (Microfiche)			TO+10	1999	2000	z	2
12	0046	Statement of Condition of Apporpriation (Microfiche)			TO+10	2002	2003	ı	ယ
ವ	O046	Statement of Condition of Apporpriation (Microfiche)			TO+10	2003	2004	3	2
14	0049	Appropriations			TO+3	2008	2009		7
15	0049	Appropriations			TO+3	2009	2010		ω
16	0049	Appropriations			TO+3	2010	2011	#	ω
17	0050	General Encumbrance Form			TO+3	2009	2010	=	7
8	0050	General Encumbrance Form			TO+3	2010	2011	=	10
19	0050	General Encumbrance Form			TO+3	2011	2012	2	7
20	0050	General Encumbrance Form			TO+3	2012	2013	2	6
21	0051	Transfer of Appropriation			TO+3	2008	2009	*	ω
22	0051	Transfer of Appropriation			TO+3	2009	2010	=	ယ

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

By Division Head

Department Head

### Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Storage Location Nos.
Year Ending Funds & Appropriation

		ပ္သ	32	<u> </u>	30	29	28	27	26	25	24	23		No.	Item
		0088	0053	0053	0053	0053	0052	0052	0052	0052	0052	0051		No.	Sch Item
Total Boxes of Records for Destruction	•	Council Files	Journal Vouchers	Journal Vouchers	Journal Vouchers	Journal Vouchers	Internal Vouchers	Interval Vouchers	Internal Vouchers	Interval Vouchers	Interval Vouchers	Transfer of Appropriation			Record Title (Same as on Schedule)
														Rec	Conf
															Form No.
		TO+3	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	TO+3	Period	Reten	Total
		2000	2011	2010	2009	2008	2009	2008	2007	2006	2005	2010	From		Inclusive Dates
		2001	2012	2011	2010	2009	2010	2009	2008	2007	2006	2011	То		e Dates
		=	=	*	3	=	3	:	=	3	2	77			Storage Location Nos.
336		ω	22	23	10	30	28	25	21	19	23	ယ			Quantity

A. Administrative Code:

By

Department Head

Department Head

Date 9/7/2018 Page2 of 2

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

By Division Head