



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 19040409500.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations Year Ending 2018
(Department Bureau) (Division) Demand Audit
(Unit)

Location Controller Archives (200 North Spring Street) Records Retention Schedule No. CTR 33 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	0001	Authority for Expenditure			TO+10	7/1/2002	6/1/2003	Controller's Archives	11
2	0001	Authority for Expenditure			TO+10	7/1/2003	7/1/2004	"	2
3	0003	Contracts			CL+10	6/1/2002	4/1/2003	"	7
4	0003	Contracts			CL+10	4/1/2004	6/1/2005	"	15
5	0003	Contracts			CL+10	7/1/2005	5/1/2006	"	15
6	0003	Contracts			CL+10	6/1/2006	4/1/2007	"	10
7	0003	Contracts			CL+10	Jun-07	5/1/2008	"	14
8	0003	Contracts			CL+10	7/1/2008	10/1/2008	"	15
9	0003	Contracts			CL+10	7/6/2008	7/30/2008	"	20
10	0003	Contracts			CL+10	6/3/2008	7/2/2008	"	8
11	0003	Contracts			CL+10	8/4/2008	8/30/2008	"	5
12	0003	Contracts			CL+10	9/1/2008	12/15/2008	"	7
13	0003	Contracts			CL+10	12/21/2008	1/5/2009	"	5
14	0018	Travel and Personal Expense reimbursement Authority			TO+10	2/1/2004	2/1/2005	"	3
15	0018	Travel and Personal Expense reimbursement Authority			TO+10	2003	2006	"	1
16	0018	Travel and Personal Expense reimbursement Authority			TO+10	2005	2006	"	17
17	0018	Travel and Personal Expense reimbursement Authority			TO+10	Jul-04	Jun-05	"	15
18	0018	Travel and Personal Expense reimbursement Authority			TO+10	Jun-06	Jun-07	"	18
19	0018	Travel and Personal Expense reimbursement Authority			TO+10	Jul-07	Jun-08	"	15
20	0018	Travel and Personal Expense reimbursement Authority			TO+10	Jul-08	Mar-09	"	12

Total Boxes of Records for Destruction **215**

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 4/2/2019 Page 1 of 1