



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 19051512390.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 Check Reconciliation Year Ending 2019
(Department Bureau) (Division) (Unit) 1

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

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	1002/2002	6/30/2010	Controller's Archives	3
2	0002	Cancelled Check Letters			TO+5	9/1/2003	6/30/2008	"	1
3	0002	Cancelled Check Letters			TO+5	3/1/2007	6/30/2010	"	2
4	0002	Cancelled Check Letters			TO+5	7/1/2007	3/31/2009	"	1
5	0002	Cancelled Check Letters			TO+5	7/1/2007	30-Jun	"	2
6	0002	Cancelled Check Letters			TO+5	4/1/2009	12/31/2011	"	2
7	0002	Cancelled Check Letters			TO+5	07/-1/2007	12/31/2008	"	2
8	0002	Cancelled Check Letters			TO+5	1/1/2005	0/2/1/006	"	2
9	0002	Cancelled Check Letters			TO+5	8/1/2008	6/30/2013	"	1
10	0002	Cancelled Check Letters			TO+5	2/1/2006	6/30/2007	"	2
11	0002	Cancelled Check Letters			TO+5	11/1/2002	6/30/2007	"	2
12	0002	Cancelled Check Letters			TO+5	7/2/2009	6/30/2011	"	2
13	0002	Cancelled Check Letters			TO+5	1/1/2009	6/30/2012	"	1
14	0002	Cancelled Check Letters			TO+5	8/1/2009	5/31/2010	"	1
15	0002	Cancelled Check Letters			TO+5	6/1/2010	6/30/2011	"	1
16	0002	Cancelled Check Letters			TO+5	7/1/2011	7/7/2012	"	1
17	0002	Cancelled Check Letters			TO+5	7/1/2011	6/30/2013	"	2
18	0002	Cancelled Check Letters			TO+5	3/10/2012	6/30/2013	"	1
19	0002	Cancelled Check Letters			TO+5	1/1/2012	12/31/2014	"	1
20	0002	Cancelled Check Letters			TO+5	7/1/2013	7/31/2013	"	1
21	0002	Cancelled Check Letters			TO+5	7/1/2007	3/31/2009	"	1
22	0002	Cancelled Check Letters			TO+5	2/2/2006	6/30/2008	"	1

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

By [Signature] Division Head [Signature] Date 5/15/19
By [Signature] Department Head [Signature] Date 5/15/19

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations Check Reconciliation Year Ending 2019
 (Department Bureau) (Division) (Unit)

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	0002	Cancelled Check Letters			TO+5	9/1/2003	6/30/2008	Controller's Archives	1
24	0002	Cancelled Check Letters			TO+5	11/2/2002	6/30/2007	"	1
25	0018	Stop Payment Releases			TO+5	7/1/2009	6/30/2010	"	4
26	0018	Stop Payment Releases			TO+5	7/1/2009	6/30/2010	"	2
27	0018	Stop Payment Releases			TO+5	7/1/2010	6/30/2011	"	2
28	0018	Stop Payment Releases			TO+5	7/1/2011	6/30/2012	"	1
29	0018	Stop Payment Releases			TO+5	7/1/2012	6/30/2013	"	1
30	0018	Stop Payment Releases			TO+5	7/1/2011	6/30/2012	"	1
31									2
32									
33									
34									
35									
36									
37									
38									
39									

Total Boxes of Records for Destruction 48

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

By [Signature] Department Head Date 5/10/2019 Page 2 of 2

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations Funds & Appropriation Year Ending 2019
(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	0001	Authority for Expenditure			TO+5	Jul-09	Jun-10	Controller's Archive	8
2	0012	Cash Receipts			TO+5	Jul-10	Jun-11	"	6
3	0012	Cash Receipts			TO+5	Jul-07	Jun-08	"	2
4	0012	Cash Receipts			TO+5	Jul-04	Jun-05	"	2
5	0012	Cash Receipts			TO+5	Sep-07	Feb-08	"	1
6	0012	Cash Receipts			TO+2	Feb-10	Feb-11	"	2
7	0024	Interdepartmental Order			TO+2	Jul-05	6/1/2006	"	2
8	0024	Interdepartmental Order			TO+2	2010	2012	"	4
9	0029	Payment of Journal Vouchers			TO+5	1996	1998	"	1
10	0029	Payment of Journal Vouchers			TO+5	Jul-92	1-Jun	"	2
11	0029	Payment of Journal Vouchers			TO+5	1992	2005	"	2
12	0029	Payment of Journal Vouchers			TO+5	2000	2001	"	2
13	0029	Payment of Journal Vouchers			TO+5	1998	1999	"	4
14	0029	Payment of Journal Vouchers			TO+5	1997	1999	"	2
15	0029	Payment of Journal Vouchers			TO+5	1999	2000	"	4
16	0029	Payment of Journal Vouchers			TO+5	2001	2003	"	2
17	0029	Payment of Journal Vouchers			TO+5	2003	2005	"	1
18	0029	Payment of Journal Vouchers			TO+5	2002	2004	"	1
19	0029	Payment of Journal Vouchers			TO+5	2002	2003	"	1
20	0029	Payment of Journal Vouchers			TO+5	2004	2006	"	2
21	0029	Payment of Journal Vouchers			TO_5	2005	2006	"	5
22	0029	Payment of Journal Vouchers			TO+5	2006	2007	"	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 5/10/2019 Page 1 of 3

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations Funds & Appropriation Year Ending 2019
(Department Bureau) (Division) (Unit)

Location 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	0029	Payment of Journal Vouchers			TO+5	2007	2008	"	10
24	0029	Payment of Journal Vouchers			TO+5	2008	2009	"	6
25	0029	Payment of Journal Vouchers			TO+5	2009	2010	"	4
26	0029	Payment of Journal Vouchers			TO+5	2010	2011	"	3
27	0029	Expenditure Correction			TO+3	2009	2010	"	2
28	0042	Journal Vouchers			TO+5	2006	2007	"	23
29	0048	Allotment			TO+3	2009	2010	"	2
30	0049	Appropriation			TO+3	7/1/2009	6/30/2010	"	7
31	0049	Appropriation			TO+3	7/1/2010	6/30/2011	"	5
32	0050	General Encumbrance Form			TO+3	7/1/2009	6/30/2010	"	2
33	0050	General Encumbrance Form			TO+3	9/1/2009	10/5/2009	"	2
34	0050	General Encumbrance Form			TO+3	11/10/2009	12/31/2009	"	2
35	0050	General Encumbrance Form			TO+3	12/1/2009	6/30/2010	"	1
36	0050	General Encumbrance Form			TO+3	1/4/2010	2/16/2010	"	1
37	0050	General Encumbrance Form			TO+3	2/1/2010	3/31/2010	"	1
38	0050	General Encumbrance Form			TO+3	5/24/2010	6/18/2010	"	1
39	0050	General Encumbrance Form			TO+3	7/2/2010	8/1/2010	"	1
40	0050	General Encumbrance Form			TO+3	8/2/2010	9/10/2010	"	1
41	0050	General Encumbrance Form			TO+3	9/12/2010	10/29/2010	"	1
42	0050	General Encumbrance Form			TO+3	11/1/2010	12/15/2010	"	1
43	0050	General Encumbrance Form			TO+3	12/16/2010	1/31/2011	"	1
44	0050	General Encumbrance Form			TO+3	2/1/2011	3/20/2011	"	1

The above records were 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 2019
 (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		
45	0050	General Encumbrance Form			TO+3	3/21/2011	5/1/2011	"	1
46	0050	General Encumbrance Form			TO=3	5/12/2011	6/14/2011	"	1
47	0050	General Encumbrance Form			TO+3	6/15/2011	06/24/2011	"	1
48	0050	General Encumbrance Form			TO+3	7/1/2011	8/2/2011	"	5
49	0051	Transfer of Appropriation			TO+3	7/1/2009	8/2/2010	"	1
50	0051	Transfer of Appropriation			TO+3	7/1/2010	6/30/2011	"	1
51	0051	Transfer of Appropriation			TO+3	7/1/2009	6/30/2010	"	1
52	0053	Journal Vouchers			TO+5	7/1/2009	6/30/2010	"	6
53	0053	Journal Vouchers			TO+5	7/1/2010	6/30/2011	"	22
54	0053	Journal Vouchers			TO+5	7/1/2011	6/30/2012	"	6
55	0053	Journal Vouchers			TO+5	7/1/2012	6/30/2013	"	5
56	0074	Listing of Year-Start Closed-YTD Records			TO+2	07/1/1999	6/30/2000	"	1
57	0074	Listing of Year-Start Closed-YTD Records			TO+2	7/1/2000	6/30/2001	"	1
58	0088	Council Files			TO+3	7/1/1994	6/30/2000	"	1
59	0088	Council Files			TO+3	7/1/2000	6/30/2001	"	1

Total Boxes of Records for Destruction

191

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

