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

*Records of Department:	Controller
Additional Information:	N/A
Submitting Date:	5/15/2019
*Quantity:	239 Boxes
Records Dated From	07/01/2002 <b>To</b> 06/30/2012
Description:	Cancelled Check letters, Stop payment releases, Cash Receipts, Authority for

Attachment: [2 MB max]

Detach

**Department Authorization** 

**Date:** 05/15/2019 **Authorizing Person:** Ruby Love

**SMgmt SVCS 19051512390.pdf** 

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

05/15/2019

**Date of Notification:** 

**Signature:** 

• APPROVE

05/21/2019

Jume Denn Hygne

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

Expenditure, Interdepartmental Order, and payment of journal vouchers,

Journal Vouchers, Allotment, Appropriation and General Encumbrance Form

**SUBMIT** 

O REJECT

**CANCEL** 

City of Los Angeles Form Gen. 46 (R3/87) City Clerk

## Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of	ts of	Office of The Controller		Finar	Financial Operations	rations	Year Ending Check Reconciliation	Year Ending onciliation	2019
		(Department Bureau)			(Division)	)		(Unit)	
Location	ň		Records Retention	etention					
of Records	ords	Controller Archives (200 N. Spring Street, Room 19A)	_Schedule No	ō	CTR44		·	Original Records	
Item	Sch Item	Record Title (Same as on Schedule)		Form No.	Total	Inclusiv	Inclusive Dates	Storage Location Nos.	Quantity
No.	No.		Rec		Reten Period	From	To		
_	0002	Cancelled Check Letters			TO+5	1002/2002	6/30/2010	Controller's Archives	ω
2	0002	Cancelled Check Letters			TO+5	9/1/2003	6/30/2008		
ω	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	:	
O1	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
œ	0002	Cancelled Check Letters			TO+5	1/1/2005	0.72.11006	2	2
9	0002	Cancelled Check Letters			TO+5	8/1/2008	6/30/2013	=	
10	0002	Cancelled Check Letters			TO+5	2/1/2006	6/30/2007	E	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
3	0002	Cancelled Check Letters			TO+5	1/1/2009	6/30/2012	=	<u></u>
14	0002	Cancelled Check Letters			TO+5	8/1/2009	5/31/2010	*	<u></u>
15	0002	Cancelled Check Letters			TO+5	6/1/2010	6/30/2011	44	<u> </u>
16	0002	Cancelled Check Letters			TO+5	7/11/2011	7/7/2012	=	_
17	0002	Cancelled Check Letters			TO+5	7/1/2011	6/30/2013	4	2
18	0002	Cancelled Check Letters			TO+5	3/10/2012	6/30/2013	•	_
19	0002	Cancelled Check Letters			TO+5	1/1/2012	12/31/2014	=	_
20	0002	Cancelled Check Letters			TO+5	7/1/2013	7/31/2013	=	_
21	0002	Cancelled Check Letters			TO+5	7/1/2007	3/31/2009	=	<u></u>
22	0002	Cancelled Check Letters			TO+5	2/2/2006	6/30/2008	=	

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 SH ELL 5/15/19

City Clerk
City of Los Angeles
Form Gen. 48 (R3/87)

# Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

_	35	34	္သ	3	32	31	30	29	28	27	26	25	24	23		No.		of Records	Location		Records of	
							0018	0018	0018	0018	0018	0018	0002	0002		Sch Item					약	,
							Stop Payent Releaes	Stop Payment Releases	Stop Payment Releaes	Stop Payment Releaes	Stop Payment Releaes	Stop Payment Releases	Cancelled Check Letters	Cancelled Check Letters		Record Title (Same as on Schedule)	Section (Econology Condenses)	Controller Archives (200 N. Spring Street, Room 19A)		(Department Bureau)	Office of The Controller	
_																Conf		Schedule No	Records			
																Form No.		ν 2 2	Records Retention		Finar	]
							TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	TO+5	Period	Total -		CTR44		(Division)	Financial Operations	- )
							7/1/2011	7/1/2012	7/1/2011	7/1/2010	7/1/2009	7/1/2009	11/2/2002	9/1/2003	From	înclusiv					rations	:
							6/30/2012	6/30/2013	6/30/2012	6/30/2011	6/30/2010	6/30/2010	6/30/2007	6/30/2008	То	Inclusive Dates	•				Check Re	)
							2	2	=	3	2	ः	3	Controller's Archives		Storage Location Nos.	Ciginal Accords	Original Records		(Unit)	Check Reconciliation	Year Ending
		_				N	_		_	2	2	4	_	_		Quantity						2019

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

By Division Head 37 38 39

Total Boxes of Records for Destruction

48

By Department Head My Mattaca

HTCL4 Date 5/10/2019 Page2 of 2

# Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

of Records Records of Location No. 22 20 21 19 18 17 16 15 14 12  $\vec{\Rightarrow}$ 10 9 00 6 Ö 7 4 ယ N Sch Item 0029 0029 0029 0029 0029 0029 0029 0001 0029 0029 0029 0029 0029 0029 0024 0012 0012 0012 0012 0012 0029 0024 <u>Z</u>0. Payment of Journal Vouchers Interdepartmental Order Cash Receipts Cash Receipts Cash Reecipts Authority for Expenditure Payment of Journal Vouchers Interdepartmental Order Cash Receipts Cash Receipts 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+5 TO+5 TO+5 TO+5 TO+5 TO+2 TO+5 (Division) TO+5 TO+5 TO+5 TO+5 TO+5 TO+5 TO+2 TO+2 TO+5 TO+5 TO+5 TO+5 TO+5 Total Sep-07 Jul-05 Feb-10 Jul-92 Jul-04 Jul-07 From 2006 2002 2002 2003 2001 2000 2010 Jul-10 Jul-09 2004 1992 1996 1999 1998 1997 Inclusive Dates Funds & Appropriation 6/1/2006 Feb-11 Feb-08 Jun-08 Jun-11 Jun-05 Jun-10 2006 2005 2003 2005 1-Jun 1998 2012 2006 2003 2004 2000 1999 1999 2001 Т Year Ending Controller's Archive Original Records Storage Location Nos. (Unit) Quantity 2019 N ത N N

Division Head

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

Department Head Way in Mathema

Date 5/10/2019 Page1 of 3

City of Los Angeles Form Gen. 48 (R3/87) City Clerk

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

of Records Records of No. Location 26 24 23 32  $\frac{3}{2}$ 30 29 28 27 25 Sch Item 0029 0029 0050 0049 0049 0048 0042 0029 0029 Z O Payment of Journal Vouchers Payment of Journal Vouchers Payment of Journal Vouchers Payment of Journal Vouchers General Encumbrance Form Appropriation Expenditue Correction Appropriation Allotment 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 (Division) TO+3 TO+3 TO+5 TO+3 TO+3 TO+3 TO+5 TO+5 TO+5 Total TO+5 7/1/2009 7/1/2010 7/1/2009 2009 2006 2010 2008 2007 From 2009 2009 Inclusive Dates Funds & Appropriation 6/30/2010 6/30/2011 6/30/2010 2010 2007 2010 2011 2010 2009 김 Year Ending Original Records Storage Location Nos. (Unit) Quantity 2019 23  $\sim$ Ç 4 10 N S 7 N 0

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

By Division Head

43 42 41

0050

0050 0050 0050 0050 0050 0050 0050 0050 0050

General Encumbrance Form General Encumbrance Form General Encumbrance Form General Encumbrance Form General Encumbrance Form

General Encumbrance Form

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0050

General Encumbrance Form

General Encumbrance Form

39 40

38 37 36 ဒ္ဌ 34

General Encumbrance Form General Encumbrance Form

11/10/2009

12/31/2009

12/1/2009

6/30/2010

1/4/2010

9/1/2009

10/5/2009

N

5/24/2010

6/18/2010

2/1/2010

3/31/2010 2/16/2010

8/2/2010

9/10/2010

7/2/2010

8/1/2010

General Encumbrance Form

General Encumbrance Form

TO+3 TO+3

2/1/2011 12/16/2010 11/1/2010 9/12/2010

3/20/2011 1/31/2011 12/15/2010 10/29/2010

Department Head

Date 5/10/2019 Page2 of 3

City Clerk
City of Los Angeles
Form Gen. 48 (R3/87)

# Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

of Records Location Records of No. 58 56 57 55 54 52 50 49 48 47 46 Sch Item 0051 0051 0051 0050 0050 0050 0050 0088 0074 0074 0053 0053 0053 0053 Journal Vouchers Journal Vouchers Journal Vouchers General Encumbrance Form General Encumbrance Form General Encumbrance Form General Encumbrance Form Controller Archives (200 N. Spring Street, Room 10A) Council Files Journal Vouchers Transfer of Apporpriation Transfer of Apporpriation Transfer of Apporpriation Listing of Year-Start Clsled-YTD Records Listing of Year-Start Clsled-YTD Records Record Title (Same as on Schedule) Office of The Controller (Department Bureau) Schedule No Records Retention Conf Form No. Financial Operations **CTR 45** Reten Period (Division) TO+5 TO+5 T0+5 TO+5 TO+3 TO+3 TO+3 TO+3 TO+3 TO=3 TO+3 Total TO+2 TO+3 TO+2 07/1/199 6/15/2011 5/12/2011 3/21/2011 7/1/2012 7/1/2010 7/1/2011 7/1/1994 7/1/2000 7/1/2011 7/1/2010 7/1/2009 7/1/2009 7/1/2009 From Inclusive Dates Funds & Appropriation 6/30/2000 6/30/2000 6/30/2012 6/30/2011 6/30/2010 6/30/2010 6/30/2011 6/14/2011 6/30/2001 6/30/2013 06/24/201 8/2/2010 8/2/2011 5/1/2011 ə Year Ending Original Records Storage Location Nos. (Unit) Quantity 2019 Ġ တ 22 6

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

Council Files

TO+3

7/1/2000

6/30/2001

191

Total Boxes of Records for Destruction

By Division Head

Department Head My Mattack

Date 5/10/2019 Page3 of 3