



# 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 19111513400.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 (Department Bureau) Financial Operations (Division) Demand Audit (Unit) 2019  
Year Ending

Location of Records Controller Archives (200 North Spring Street) Records Retention Schedule No CTR 10 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	O003	Contracts			10	5/1/1989	5/1/1990	Controller's Archives	15
2	O003	Contracts			10	7/1/1980	6/30/1982	"	25
3	O003	Contracts			10	7/1/1983	6/30/1984	"	30
4	O003	Contracts			10	7/1/1985	6/30/1986	"	30
5	O003	Contracts			10	7/1/1979	6/30/1980	"	20
6	O003	Contracts			10	7/1/1978	06/30/1079	"	15
7	O003	Contracts			10	7/1/1987	6/30/1988	"	15
8	O003	Contracts			10	7/1/1988	6/30/1989	"	30
9	O003	Contracts			10	7/1/1990	6/30/1991	"	25
10	O003	Contracts			10	7/1/1992	6/30/1993	"	17
Total Boxes of Records for Destruction									222

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

By  Sergio Mestera  
Division Head By Department Head Date 11/13/2019 Page 1 of 4