



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 20041712060.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 2019
 (Department Bureau) (Division) Demand Audit (Unit)

Location of Records 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	Fo:m No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0013	Animal Services (General Demands)			10	7/1/1995	6/30/1996	Controller's Archives	3
2	0013	Animal Services (General Demands)			10	7/1/1998	6/30/2001	"	18
3	0013	Bldg and Safety (General Demands)			10	7/1/1995	6/30/1998	"	3
4	0013	Bldg and Safety (General Demands)			10	7/1/1998	6/30/1999	"	5
5	0013	Bldg and Safety (General Demands)			10	7/1/1999	6/30/2000	"	5
6	0013	Bldg and Safety (General Demands)			10	7/1/2000	6/30/2002	"	10
7	0013	Bldg and Safety (General Demands)			10	7/1/2002	6/30/2004	"	12
8	0013	Bldg and Safety (General Demands)			10	7/1/2005	6/30/2006	"	13
9	0013	CAO (General Demands)			10	7/1/1994	6/30/1995	"	2
10	0013	CAO (General Demands)			10	7/1/1995	6/30/1996	"	1
	0013	CAO (General Demands)			10	7/1/1996	6/30/1997	"	5
	0013	CAO (General Demands)			10	7/1/1997	6/30/1999	"	4
	0013	City Attorney (General Demands)			10	7/1/1996	6/30/1998	"	7
	0013	City Attorney (General Demands)			10	7/1/2004	6/30/2007	"	73
	0013	City Clerk (General Demands)			10	7/1/1993	6/30/2005	"	13
	0013	City Clerk (General Demands)			10	7/1/1996	6/30/1999	"	9
	0013	City Clerk (General Demands)			10	7/1/2000	6/30/2001	"	12
	0013	City Clerk (General Demands)			10	7/1/2003	6/30/2004	"	12
	0013	City Clerk (General Demands)			10	7/1/2007	6/30/2009	"	25
Total Boxes of Records for Destruction									232

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

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

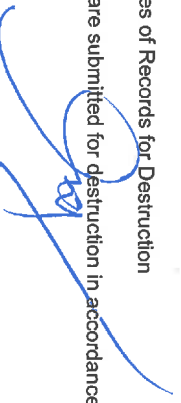
Records of Office of The Controller Financial Operations 2019
 (Department Bureau) (Division) Demand Audit
 (Unit)

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	0013	Public Works-Hyperion Plant (General Demands)			10	7/1/1995	6/30/2001	Controller's Archives	156
2	0013	Public Works-Hyperion Plant (General Demands)			10	7/1/2002	6/30/2009	"	201
Total Boxes of Records for Destruction									357

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

