



# 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 20052212540.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 Demand Audit Year Ending 2019  
 (Department Bureau) (Division) (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	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	O013	City Clerk (General Demands)			10	7/1/2002	6/30/2003	Controller's Archives	18
2	O013	General Services (General Demands)			10	7/1/2001	6/30/2002	"	36
3	O013	ITA (General Demands)			10	7/1/1994	6/30/2002	"	21
4	O013	Public Works Accounting (General Demands)			10	7/1/2003	6/30/2004	"	25
5	O013	Public Works Sanitation (General Demands)			10	7/1/2002	6/30/2003	"	25
5	O013	Recreation and Parks 9General Demands)			10	7/1/2001	6/30/2002	"	67
Total Boxes of Records for Destruction									192

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

By Division Head *BB* *5/12/20*

By Department Head *Samuel*

Request for  
 AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Office of The Controller Financial Operations Paymaster Section 2012  
 (Department Bureau) (Division) (Unit)

Location of Records Controller Archives (200 North Spring Street) Records Retention Schedule No CTR 12 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	O023	Warrants (Paid Checks)			TO+10	7/1/2000	6/30/2001	Controller's Archives	129
2	O023	Warants (Paid Checks)			TO+10	7/1/2001	6/30/2002	"	131
Total Boxes of Records for Destruction									260

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

By *B. B. [Signature]* 5/12/20  
 Division Head

By *[Signature]* 4/28/20  
 Department Head