



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] [CTR10 0153 1 box.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE **REJECT**

Authorizing Person:

Signature: 

Date Signed:

Date of Notification: (Records will be held for 60 days from this date).

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 4/4/2019

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: CONTROLLER/ADMINISTRATION

/CTR/10/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0001.	CORRESPONDENCE & SUBJECT FILES	01/01/1996	12/31/2001	AR+2	1
Excluded Boxes:					1
TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION					1
Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)					
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION					<u>1</u>

Instructions to Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be lined out on the page and the total at the bottom of the page and on this summary page adjusted accordingly. Department head must sign this page below. Return report to City Clerk's Office.

DEPARTMENT AUTHORIZATION:

I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD): _____

BY (DEPT HEAD): _____

DATE: _____

km
Samell
7/10/2020

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 4/4/2019

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 1

RECORDS OF: CONTROLLER/ADMINISTRATION

/CTR/10/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O001. /CTR/10/	CORRESPONDENCE & SUBJECT FILES Various topics on Cultural Affairs, Valley Economic Development Center, and financial reports	AR+2	01/01/1996	12/31/2001			814433	1
						CRC		

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

1

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CA=CANCELLED CL=CLOSED CO=COMPLETION EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED
TE=TERMINATION **TO=THE DATE OF THE RECORD, i.e. THE "TO DATE"**
MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT FM=FILEM MD=MAG DISK MT=MAG TAPE
MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS
RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 1

Reviewer Initials: 