



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] [CTR44 0153 45 boxes.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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/CHECK RECONCILIATION

/CTR/44/

| SCHD ITEM NO. | Record Series Title | From | To | TOTAL RETENTION PERIOD | Total Boxes |
|---------------------|---------------------------------|------------|------------|------------------------------|----------------|
| O002. | CANCELLED CHECK LETTERS | 01/01/1970 | 04/30/1978 | TO+5 | 2 |
| O003. | CANCELLED CHECKS | 07/06/1982 | 10/04/1982 | TO+4 | 42 |
| O007. | DEMANDS (DEMANDS ISSUED) (5038) | 01/01/1968 | 12/31/1968 | TO+20 | 1 |

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

45

Minus excluded boxes:
(Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

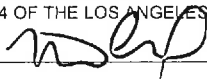
45

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.

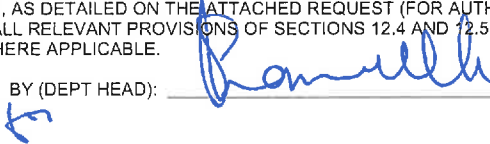
DEPARTMENT AUTHORIZATION:

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:

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 2

RECORDS OF: CONTROLLER/CHECK RECONCILIATION

/CTR/44/

| 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 |
|---------------------|---|------------------------------|--------------------------------|------------|---------------|---------------------|---------------------|-------|
| O002. /CTR/44/ | CANCELLED CHECK LETTERS Stop Payments and Release Stop Payments 1/1/1974 to 3/29/1978 | TO+5 | 01/01/1974 | 04/30/1978 | | 000000014 CRC | 64442 | 1 |
| O002. /CTR/44/ | CANCELLED CHECK LETTERS Stop Payments and Release Stop Payments Approx. 1970 - 1975. | TO+5 | 01/01/1970 | 12/31/1975 | | T-71 CRC | 50275 | 2 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled checks: | TO+4 | 08/17/1982 | 08/18/1982 | | CRC | 798795 | 3 |
| O003. /CTR/44/ | CANCELLED CHECKS Subbox 50: July 6, 1982 Batches 14-20cont | TO+4 | 07/06/1982 | 07/08/1982 | | 000001512 CRC | 798516 | 4 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 07/08/1982 | 07/09/1982 | | 000001516 CRC | 798498 | 5 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks 1982 | TO+4 | 07/09/1982 | 07/12/1982 | | 000001519 CRC | 798241 | 6 |
| O003. /CTR/44/ | CANCELLED CHECKS Batches: | TO+4 | 07/23/1982 | 07/26/1982 | | 000001529 CRC | 798365 | 7 |
| O003. /CTR/44/ | CANCELLED CHECKS Batches: subbox 104: July 26, 1982 11fwd-18cont | TO+4 | 07/26/1982 | 07/26/1982 | | 000001530 CRC | 798503 | 8 |
| O003. /CTR/44/ | CANCELLED CHECKS Batches: subbox 107: July 26, 1982 31-37cont | TO+4 | 07/26/1982 | 07/27/1982 | | 000001531 CRC | 798502 | 9 |
| O003. /CTR/44/ | CANCELLED CHECKS Batches: | TO+4 | 07/27/1982 | 07/29/1982 | | 000001532 CRC | 798367 | 10 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled checks: | TO+4 | 07/29/1982 | 07/29/1982 | | 000001533 CRC | 798368 | 11 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 07/29/1982 | 08/02/1982 | | 000001534 CRC | 798369 | 12 |
| O003. /CTR/44/ | CANCELLED CHECKS Batch 119: Aug. 2, 1982 7-13cont | TO+4 | 08/02/1982 | 08/04/1982 | | 000001535 CRC | 798500 | 13 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled checks: | TO+4 | 08/04/1982 | 08/04/1982 | | 000001537 CRC | 798499 | 14 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 08/05/1982 | 08/06/1982 | | 000001538 CRC | 798497 | 15 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 08/06/1982 | 08/06/1982 | | 000001539 CRC | 798855 | 16 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled checks: | TO+4 | 08/06/1982 | 08/06/1982 | | 000001540 CRC | 798364 | 17 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled checks: | TO+4 | 08/06/1982 | 08/06/1982 | | 000001541 CRC | 798797 | 18 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled checks: | TO+4 | 08/06/1982 | 08/06/1982 | | 000001542 CRC | 798853 | 19 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled checks: | TO+4 | 08/06/1982 | 08/10/1982 | | 000001543 CRC | 798862 | 20 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled checks: | TO+4 | 08/10/1982 | 08/10/1982 | | 000001544 CRC | 798846 | 21 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled checks: | TO+4 | 08/10/1982 | 08/10/1982 | | 000001545 CRC | 798589 | 22 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 08/10/1982 | 08/10/1982 | | 000001546 CRC | 798596 | 23 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 08/11/1982 | 08/12/1982 | | 000001547 CRC | 798856 | 24 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 08/12/1982 | 08/13/1982 | | 000001548 CRC | 798859 | 25 |

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: 25

Reviewer Initials: Bl

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 4/4/2019

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 2

| RECORDS OF: CONTROLLER/CHECK RECONCILIATION | | | | | | /CTR/44/ | | |
|---|--|------------------------------|--------------------------------|------------|---------------|---------------------|---------------------|-------|
| 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 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 08/13/1982 | 08/17/1982 | 000001549 | | 799171 | 26 |
| O003. /CTR/44/ | CANCELLED CHECKS Batches: | TO+4 | 08/18/1982 | 08/19/1982 | 000001551 | | 798586 | 27 |
| O003. /CTR/44/ | CANCELLED CHECKS Batches: | TO+4 | 08/19/1982 | 08/23/1982 | 000001552 | | 798585 | 28 |
| O003. /CTR/44/ | CANCELLED CHECKS Batches: | TO+4 | 08/23/1982 | 08/23/1982 | 000001553 | | 798534 | 29 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled checks: | TO+4 | 08/23/1982 | 08/23/1982 | 000001554 | | 798533 | 30 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled checks: | TO+4 | 08/06/1982 | 08/06/1982 | 000001555 | | 798852 | 31 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled checks: | TO+4 | 08/23/1982 | 08/23/1982 | 000001556 | | 798857 | 32 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 09/02/1982 | 09/02/1982 | 000001561 | | 798767 | 33 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 09/02/1982 | 09/02/1982 | 000001562 | | 798581 | 34 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 09/14/1982 | 09/15/1982 | 000001575 | | 798599 | 35 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 09/15/1982 | 09/16/1982 | 000001576 | | 798595 | 36 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 09/21/1982 | 09/21/1982 | 000001581 | | 798851 | 37 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 09/21/1982 | 09/21/1982 | 000001582 | | 798858 | 38 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 09/22/1982 | 09/23/1982 | 000001584 | | 798847 | 39 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 09/23/1982 | 09/28/1982 | 000001585 | | 798606 | 40 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 09/28/1982 | 09/30/1982 | 000001586 | | 798587 | 41 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 10/04/1982 | 10/04/1982 | 000001591 | | 798766 | 42 |
| O003. /CTR/44/ | CANCELLED CHECKS Cancelled Checks: | TO+4 | 10/04/1982 | 10/04/1982 | 000001592 | | 798854 | 43 |
| O003. /CTR/44/ | CANCELLED CHECKS Batches: | TO+4 | 07/09/1982 | 07/09/1982 | 000001617 | | 798366 | 44 |
| O007. /CTR/44/ | DEMANDS (DEMANDS ISSUED) (5038) Internal demands and approvals for payment | TO+20 | 01/01/1968 | 12/31/1968 | 000000712 | | 45353 | 45 |

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

45

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: 20

Reviewer Initials: RL